

**CLARKE COUNTY SANITARY AUTHORITY MEETING
DECEMBER 20, 2022
FINAL MINUTES**

PRESENT:

Mr. Roderick DeArment, Chairman, (via Teleconference)
Mr. Tom Bauhan, Treasurer
Mr. C. Wayne Armbrust
Mr. Lee Coffelt
Mr. David Weiss, Alternate Liaison for the Clarke County Board of Supervisors

OTHERS:

Mr. Paren Crawford, Inboden Environmental Services
Mr. Mark Inboden, Inboden Environmental Services
Mrs. Mary Meredith, Staff
Mr. Max Emma

ABSENT:

Mr. A. "Dan" Mackay-Smith, Vice-Chairman

I. CALL TO ORDER

The meeting was called to order at 9:00am

II. MINUTES

November Minutes

The board reviewed the minutes. Mr. Bauhan had two corrections to be made. The motion was made to approve the minutes with corrections to. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

III. PUBLIC COMMENT

There was no public comment.

IV. INBODEN REPORT

A. Utility Report

Mr. Crawford reviewed that the Memcor units underwent their CIP. There was a gain in psi on all of the units. A customer requested assistance in locating a leak by turning off the meter. After working with the customer, we believe the leak was located in one of the four buildings connected to the main. Customer will repair the line. Mr. Crawford and Broy & Sons worked to repair the leak on the line that runs through Scaleby property. It was determined that line was not bedded properly, and a rock caused the crack in the line. The board mentioned that this line, in the past, has had issues with leaks occurring. There is now two meters at each end of this line to track flow. No customer is serviced by this section of line and it is a redundancy to feed water to the customers of Boyce.

On the wastewater side, there was an issue with a customer clogging the line over several days. It was determined that the tenant was flushing wipes into the sanitation system. The owner and tenant were notified that if this continues to occur, the customer will be charged with a grinder pump obstruction fee.

There was a call from McDonald's with a grinder pump alarm in the lift station. One of the two grinder pumps within the wet well had broken. The pump was clogged with a black paper-like material. It was unable to be repaired and was replaced with a new pump. The board inquired about grease samples for all commercial entities. Mr. Crawford noted they were sampled at the beginning of December.

Mr. Crawford reviewed the nitrogen and phosphorus numbers.

V. OLD BUSINESS

A. Locke Store

Ms. Meredith reviewed the grease results which are below the limit of 100 mg/L. This information was relayed to Mr. Emma and he noted they are still cleaning the wet well to remove any residual grease left over. The payment plan is still ongoing. The Treasurer's office notified me that there were two issues for returned checks. Ms. Meredith did not know if the board wished to place a lien on the property given the issues as well as the outstanding balance. Ms. Meredith noted we have done this on a case by case bases with other customers with issues not related to disconnect. Mr. Armbrust asked what the balance was currently and Ms. Meredith replied around \$40,000. She noted that as of today, December's payment plan amount had not been paid. Mr. Emma replied that it was sent in. Mr. DeArment inquired if the two returned checks mentioned are the two the board was already aware of and not new. Ms. Meredith noted they were. Mr. Emma elaborated that a check was written the same day as a deposit that was made. Mr. Armbrust inquired about the current plan arrangement. Ms. Meredith noted that prior to the \$32,000 fine; it was a repayment of \$8,000 per month for three months of the \$24,000 fine. Ms. Meredith noted it was the board's discretion to change the amount of the payment plan from what it currently is. Mr. Bauhan asked how simple it was to

apply or remove the lien. Ms. Meredith noted it was a simple process. The board discussed further, a motion was made to place a lien on the property until the fines, and penalties were paid, at which time the lien would be removed.

The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

Mr. Armbrust began the discussion with the board that if the next test is below the required limits, he recommends that the sanitary authority decrease testing to once a month.

B. DEQ Update

Ms. Meredith noted payment is going out today, but we are still waiting on reimbursement from Inboden. Ms. Meredith needed a motion from the board to add to the balance sheet \$13,650. A motion was made to add the \$13,650 to the balance sheet.

The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

VI. NEW BUSINESS

A. Utility Assistance

Ms. Meredith notified the board that there is a new assistance program available for customers. The company is requesting that we provide information customer information. The board discussed this opportunity and noted that if a customer authorizes the release of their information, we can provide it.

B. Rules & Regulations

Ms. Meredith noted the updated information on the Rules & Regulations related to a lien. If there are any questions or comments, and if the board

approves, it will be added to the guidelines. Mr. DeArment moved to amend the Rules and Regulations to include this. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

C. Resolution

RESOLUTION

WHEREAS, the Clarke County Sanitary Authority is honored by the service of Alexander "Dan" Mackay-Smith, Jr. as a board member; and

THEREFORE, the said Alexander "Dan" Mackay-Smith, Jr. served as a member of the Sanitary Authority for twenty-seven years, providing insightful, judicious, and wise counsel throughout; and

WHEREAS, the Authority will miss his considerable knowledge of, and duty for, this community, as well as his sensible, intuitive advice regarding the multitude of situations faced by the Authority; and

WHEREAS, the Authority wishes to commend Alexander "Dan" Mackay-Smith, Jr. for his amiable disposition, his attentiveness to fulfill his responsibilities, and his dedication to serving his family, his colleagues, and his constituents; and

THEREFORE, the Authority wishes to further pay tribute to Alexander "Dan" Mackay-Smith, Jr. for the utmost regard and acumen, which he embodied at all times, and to all people, providing us with a continuing of exemplary qualities; and

WHEREAS, the Authority will miss his considerable knowledge of, duty for, this community, as well as his advice regarding the multitude of situations faced by the Authority.

NOW THEREFORE, be it resolved this 20th day of December, 2022 by unanimous vote, as follows, that:

- 1. The Authority hereby recognizes the many contributions to this Authority including but not limited to, the extension of water service to White Post, Virginia, along with time and engineering knowledge to extend sewer to Millwood as well as the expansion of the Wastewater Plant by Alexander "Dan" Mackay-Smith, Jr. and it hereby expresses collectively the appreciation we share; and*

2. *This Resolution be made a permanent part of the records of the Authority and that attested copies of the same be provided to Alexander "Dan" Mackay-Smith, Jr.*

The Clarke County Sanitary Authority

By: _____ Attest: _____
Rod DeArment, Chairman Tom Bauhan, Treasurer

APPROVED:

C. Wayne Armbrust, Member

Lee Coffelt, Member

Mary Meredith, Administrative Assistant

The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

D. Calendar

The board motioned to approve the calendar for 2023 noting that the meetings would be held the third Tuesday of every month. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

E. Grease Results

As the meeting was concluded, Mr. Crawford received grease results for Sheetz and McDonald's. Both were over the 100 mg/L limit. Ms. Meredith noted a letter would be sent to both entities in warning, noting the guidelines and should any future violation occur a fine would be imposed.

F. Fire Hydrants in Boyce

Mr. Coffelt discussed with Inboden the coloring of the fire hydrants in the town of Boyce. He was asking if they were painted accordance to the national standards and how often we do flow testing. Ms. Meredith noted hydrant flushing was scheduled for late February. Mr. Inboden noted we can do a flow test when we flush, but that wouldn't specify what you could pull from a hydrant during an emergency. Discussion also centered around the booster pump and if that is tested. Ms. Meredith noted there was information the last time the hydrants were flushed, and she will try to locate that document to send to Mr. Coffelt.

VII. FINANCIAL REPORTS

The board reviewed the financial documents. The only item to note is there is now a section that has been broken out on the sewer revenue, line items for fines paid.

VIII. NEXT MEETING

The next meeting is Tuesday, January 17, 2023 at 9:00 a.m.

IX. ADJOURNMENT

The meeting was adjourned.