

**CLARKE COUNTY SANITARY AUTHORITY MEETING  
FEBRUARY 21, 2023  
DRAFT MINUTES**

**PRESENT:**

Mr. Roderick DeArment, Chairman  
Mr. Tom Bauhan, Treasurer  
Mr. C. Wayne Armbrust (Teleconference)  
Mr. Lee Coffelt  
Mr. Bryan Conrad  
Mr. Bev McKay, 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  
Mrs. Ruth Emma, Locke Store  
Mr. Jeff Emma, Locke Store  
Two Representatives, McDonalds Restaurant

**I. CALL TO ORDER**

The meeting was called to order.

**II. MINUTES**

A. February Minutes

The minutes from both meetings were reviewed and no changes made. A motion was made to approve the minutes as submitted. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

**III. PUBLIC COMMENT**

A. Locke Store

Ms. Meredith noted that this agenda item was moved from Old Business V.B to Public Comment III.A. One of the items in the packet was a graph of the test results for Locke Store since the beginning of this issue. Mr. Armbrust discussed the time driven sketch he created. He noted if you review the samples, 20% are concentrated in a five-month period. In the

overall run, the excesses we were concerned about are a fairly narrow window of the created problem. Overall, he doesn't feel there will be any residual damage of the lines. The excessive overages are in a narrow window. Mr. DeArment asked Mr. Crawford to provide the latest results. Mr. Crawford noted on February 2 the results were at zero mg/L. On February 13, they were up to 111 mg/L. Mr. Inboden felt that low dilution would continue to be cause for concern with the levels. The owners of Locke Store are purchasing the aerator to be placed in the wet well. Once it is delivered, Inboden will install. Then, they will randomly schedule a test. Mr. Armbrust posed waiting until the next meeting to address the issues of a fine, that presently the customers are active in working to mitigate the issue with IES. He feels this will provide a better overall picture.

Ms. Meredith asked if the next sample result comes back higher than the limit, how would the board wish to proceed. Mr. DeArment felt the timing would be such that it would be better to wait until the next board meeting. Mr. Armbrust concurred with Mr. DeArment. Mr. Coffelt noted this high on the radar of the board of supervisors, and that every member of the authority is in agreement for Mr. McKay to present this to the board of supervisors. The board inquired on the fine structure. Ms. Meredith noted that the next overage would result in a \$500 fine so long as the installation of the grease interceptor was looked at as the starting point for new testing. Should any of the test results come back above the limit prior to the next meeting, a special meeting shall be held.

#### B. McDonald's

Ms. Meredith noted that this agenda item was moved from Old Business V.C to Public Comment III.B. The owners noted they acquired the property on December 13, 2022. The fine structure was reviewed along with the testing requirements. Mr. Crawford did meet them out at the location to show them the wet well while they worked to have it pumped and cleaned. They noted that since acquiring the business they removed 6-9 inches of grease from their grease interceptor. They have also taken measures to increase the cleaning and pumping of the grease interceptor and wet well. The owner also noted that they own several McDonald's in the area and will work hard to resolve the grease issue in a timely manner. They also provided the board with copies of the logs for grease management since they purchased the property.

### IV. INBODEN REPORT

#### A. Utility Report

Mr. Crawford thanked Mr. Armbrust's help with the compressor issues they were working on. Mr. Coffelt asked if the compressors are maintained annually and Mr. Crawford responded that he handled the

maintenance for those. Mr. Armbrust noted he is reviewing system design and staying within the frame load of the design capacity. Mr. Crawford stated he manually turns on the generator to let it run one day a week while he is there. Mr. Crawford reviewed the CIP cleaning and transmembrane pressure.

The EQ pumps have been replaced at the sewer plant. The breaker at the McDonald's wet well was bad and replaced. The nitrogen and phosphorus levels were below the limit. The board also noted the distance in water produced and used has lessened. The board would like to see a water loss audit to see what percentage of water loss is occurring.

## V. OLD BUSINESS

### A. Boyce Water Tower

Ms. Meredith reviewed the cost for an effigy from a company out of Florida. The cost is about \$3,350. Ms. Meredith noted this does not include the cost of installation. Ms. Meredith would communicate the cost with the Town of Boyce.

### B. Water Tank Inspection RFP

The material in the packet is to list a proposal for water tank inspections. This RFP would place a company on a yearly contract to perform inspections and some repair work. The board discussed this and Mr. Inboden mentioned the possibility of having a longer-term contract to spread out cost for things such as painting. Ms. Meredith mentioned she would discuss this with Mr. Legge in purchasing. The board approved posting the RFP which would take effect the 2024 fiscal year.

### C. WWTP Roofing Project

Ms. Meredith noted a copy of the estimate is for Masters Engineering, a subcontractor of Hurt & Proffitt, to assist with the bid for the WWTP roofing repair. This is only for the cost of the bid assistance and this project would take place in the 2024 fiscal year. The board agreed to move forward with this project, and noted that this would be completed before the HVAC work on the roof.

### FOG Verbiage

This is a review of language recommended by Inboden regarding fats, oils, and grease. Depending on the questions or comments, this would be recommended for review by the board of Supervisors. Mr. Inboden reviewed the recommended language to be added, noting the federal registry cited as well as the EPA testing guidelines.

A motion was made to send the written recommendation to the board of supervisors for review. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

**VI. NEW BUSINESS**

**A. Three Phase Power**

Mr. Armbrust reviewed briefly the current power supply. Every time there is a power outage, the system is designed so the generator engages within 20 seconds. Under normal conditions if we had three phase, the generator would synchronize and seamless transfer back. Because of the power currently supplied we cannot do that. We need to have 20-30 seconds of downtime. The entire plant must completely stop before engaging or disengaging the generator. We are seeing a lot of strain on the equipment there. While the disruption is less frequent than with the previous generator, it still has room for improvement.

Mr. DeArment noted this is only a problem for the water plant, and Mr. Armbrust confirmed. The wastewater plant is currently running three phase power.

Mr. Bauhan asked Mr. Inboden if there are state or federal funds we can utilize. He also asked if there is a company that could apply for funds on the sanitary authority's behalf. Mr. Inboden stated he would look in to this option.

**B. White Post Lease**

At approximately 10:45 a.m., Mr. DeArment moved, seconded by Mr. Bauhan, to enter into closed session, pursuant to Section 2.2-3711(A)(5) of the Code of Virginia (1950) as amended, for discussion or consideration of the investment of public funds. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

At approximately 10:55 a.m., with the members of the Authority being assembled within the designated meeting place, with open doors and in the presence of member of the public and/or the media desiring to attend, Mr.

DeArment moved, seconded by Mr. Coffelt, to reconvene in open session.  
The Motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

Upon returning to open session, the following Certificate of Closed Session was executed:

#### CERTIFICATION OF CLOSED SESSION

WHEREAS, the Clarke County Sanitary Authority has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires certification by the Clarke County Sanitary Authority that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE BE IT RESOLVED, that the Clarke County Sanitary Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Clarke County Sanitary Authority.

The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

A motion was made to have the proposed lease agreement reviewed by the county attorney.

The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye
Mr. Coffelt	-	aye
Mr. Conrad	-	aye

**VII. FINANCIAL REPORTS**

The financial reports were reviewed. Mr. Coffelt inquired about the way a rate increase works. Ms. Meredith outlined how rate increases are calculated and the process for implementing a rate increase should the board decide to do so.

**VIII. NEXT MEETING**

The next meeting is March 21, 2023 at 9:00am.

**IX. ADJOURNMENT**

The meeting was adjourned.