

**CLARKE COUNTY SANITARY AUTHORITY MEETING  
AUGUST 15, 2023  
MINUTES**

**PRESENT:**

Mr. Roderick DeArment, Chairman  
Mr. C. Wayne Armbrust, Vice Chairman  
Mr. Tom Bauhan  
Mr. Lee Coffelt  
Mr. Bryan Conrad  
Mr. Bev McKay, Liaison for the Clarke County Board of Supervisors

**OTHERS:**

Mr. Paren Crawford, Inboden Environmental Services  
Mrs. Mary Meredith, Staff  
Jim Didawick, Inboden Environmental Services  
Mr. Mark Inboden, Inboden Environmental Services

**I. CALL TO ORDER**

The meeting was called to order at 9:00am.

**II. MINUTES**

A. July Minutes

Mr. Bauhan noted a minor correction to the July minutes. A motion was made to approve the minutes with the correction. The motion carried as follows:

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

B. August 4, 2023 Minutes

These will be reviewed at the September meeting.

**III. PUBLIC COMMENT**

A. Customer Leak Review

Mr. DeArment recused himself from the discussion and decisions regarding the property 14401 Lord Fairfax Highway, due to it being a church he attends.

Ms. Meredith presented a timeline to the board regarding usage and finding the leaks on the property. It was found that there was a leak on a line in the basement of the property that used to be a line for the baptismal pool. There was also a leak found on the customer line of the property within the meter crock. Even after those, there was another leak inside the building found. Overall, there were three leaks that contributed to the ongoing issues. In addition to this, the communication between the authority and the church, as well as the repair company and the authority had room for improvement.

After discussing the different variables, a motion was made that the July and September bill would be adjusted to 3 times their average usage and they would be responsible for half of the repair work. The motion carried as follows:

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

#### IV. INBODEN REPORT

##### A. Utility Report

Before Mr. Crawford reviewed the utility report the board discussed the leak at the church, and what the authority can do to be alerted to these potential leaks sooner. The board discussed if the meters can be read more frequently than they are now. Mr. Inboden noted that would be an increase in labor hours. Mr. Crawford stated that currently the meter reads take longer than anticipated due to interference. The board requested to look at the cost to have the meters read every two weeks, plus adding antenna to the meters.

Mr. Crawford noted on the utility report for the waterworks, that VRWA performed leak detections on some problematic areas. Ms. Meredith noted that we should receive a report from VRWA regarding the detection.

Mr. Coffelt and Mr. Crawford discussed the fire departments use of hydrants for training. There was also discussion to place a meter on the line that isn't billed within the fire department. To capture usage. While putting one outside the building might not be cost effective to do, but one could be placed inside the building to track and monitor usage.

The average discharge per day was 2.009MGD and 0.065MG was the average monthly discharge.

Train 1 and Train 2 were inspected at the wastewater plant. It was also found the power supply to the Eq 2 pump had a bad connector that needed replacing. There was also an issue on the 10<sup>th</sup> of August with Train 1. It was found the wire for the pump became entangled with the mixer. The pump and mixer were repaired in place. Mr. Crawford reviewed the

Nitrogen and Phosphorous numbers. The total Nitrogen was up slightly but still within the limits.

**V. OLD BUSINESS**

A. Drought Plan

This was briefly mentioned at the last meeting. Ms. Meredith noted that currently do not have a specific draft plan. We do have an emergency preparedness plan and we will review to add or change anything if needed.

B. Utility Master Plan

The board is tasked to review the final draft copy and comment in September if any changes are needed.

**VI. NEW BUSINESS**

Ms. Meredith mentioned that the board had approved a collections agency on final bills. There were 28 accounts that went to collections. Two are active customers who had not made payment in the past 90 days. The total is \$26,729.42 in collectable debt.

**VII. FINANCIAL REPORTS**

The financial reports were submitted and no comment made on those.

**VIII. NEXT MEETING**

The next meeting is scheduled for September 19, 2023 at 9:00am.

**IX. ADJOURNMENT**

The meeting was adjourned.