

**CLARKE COUNTY SANITARY AUTHORITY MEETING  
SEPTEMBER 17, 2023  
DRAFT MINUTES**

**PRESENT:**

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

**OTHERS:**

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

**ABSENT:**

Mr. Tom Bauhan

**I. CALL TO ORDER**

The meeting was called to order at 9:00am

**II. MINUTES**

A. August 4, 2023 Minutes

A motion was made to approve the minutes as submitted. The motion carried as follows:

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

B. August Minutes

The August is moved to the October board meeting as the minutes in the packet were incomplete.

**III. PUBLIC COMMENT**

There was no public comment.

#### IV. INBODEN REPORT

##### A. Utility Report

Mr. Crawford reviewed the utility report. Given the increase in water production, leak checks have become a daily routine. A leak was discovered at 7 Virginia Avenue and 1133 Bishop Meade. The 7 Virginia Avenue was on the authority side and repaired. The leak at Bishop Meade is on the customer side and the water is currently turned off at the meter until the repair.

Memcor 2 filters was replaced and there has been a noticeable difference in the transmembrane pressure, TMP. Ms. Meredith noted if budget allows we will order another unit in March or April, then the final one would be ordered in July 2025. Mr. Inboden asked if we could order them quicker. Ms. Meredith said at this time, no we would not be able to order them prior to March unless the board approves moving some projects around. Ms. Meredith asked if the board wished to delay the air compressor installation in favor of purchasing new membranes.

Mr. DeArment asked about the levels at the spring. Mr. Crawford noted it is low, but not the lowest we have seen it. Mr. Crawford reviewed the average daily flow, which is 112,000 gallons per day. Mr. DeArment asked what the limit at the plant is. Mr. Inboden noted it is the maximum capacity the membranes can filter, but the limit is

Mr. Crawford noted that the maintenance clean at plant was not performing properly. It was determined that a bad relay and output card were the cause. They were replaced and it is now operating properly. Mr. Crawford also stated there was an issue with the floats for the bioreactor that malfunctioned. Those were replaced and the bioreactor was placed back in service. Mr. Inboden noted VDH has capacity 288,000 gallons a day. The treatment system is at capacity of 180,000 if the membranes are in proper operating order.

The limits were reviewed for nitrogen and phosphorus levels.

The board discussed the leak on Millwood road that was repaired. Ms. Meredith noted that she is working with Broy & Son to install a shutoff in the grass at the post office. This would allow for repairs to only shutoff a portion of Millwood and not the entire town.

#### V. OLD BUSINESS

##### A. Drought Plan

The board discussed adopting a drought plan for the future along with how to implement it. They requested that Ms. Meredith look at surrounding areas and their policies to compile a plan for the authority.

B. Utility Master Plan

Ms. Meredith noted this is a follow up to any changes from the document presented last month. Mr. Armbrust asked about looking at the capital replacement on a preventative timeline versus a reactive timeline. Mr. Inboden said we could definitely look at from a preventative timeline. The matter of funding comes in to consideration when looking at preventative capital maintenance and improvement. The board discussed different options for evaluating the rates for current customers to include the capital maintenance fees. They also discussed breaking out the different capital items noted by IES from the master plan into capital due to growth and capital maintenance/replacement.

C. VRWA Leak Detection

Ms. Meredith noted that VRWA is coming back in October to do more leak detection.

Ms. Meredith noted the quote from IES to have two additional times to have the meters read per month would be an extra \$768 on the waterside additional per month. The board would have to approve this change.

A motion was made to approve adding this service to the contract. The motion carried as follows:

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

D. Antenna for Meters

Ms. Meredith noted that in total it would cost about \$20,000-\$25,000 for the antennas and labor to install. Ms. Meredith noted this would be looked at implementing for the FY25 time-period.

**VI. NEW BUSINESS**

A. Lead & Copper Testing Customers

Ms. Meredith reviewed with the board the difficulty it has been to have customers agree to lead and copper testing. She noted we are in the process of finding three new customers to become testing sites. We are currently only required to test once per year. Ms. Meredith worked with Mr. Crawford to locate and swap out the three sites for three comparable sites.

With the ten total customers, Ms. Meredith recommended a once per year incentive to retain the customers for testing. The board discussed this and Mr. DeArment made a motion to apply a credit on one bill per year of \$25 for the customers that are testing sites. The motion carried as follows:

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

#### B. Water Tower Site Plans

Ms. Meredith reviewed the response from Hurt & Proffitt regarding the site plan review. The board reviewed the information and recommendations provided by Hurt & Proffitt. With regard to the company replacing the struts on the tower, the board noted as long as there was indemnification in the contract, then they could proceed with replacing those support struts.

### VII. FINANCIAL REPORTS

#### A. Sewer Budget Amendments

Ms. Meredith reviewed the sewer budget. She noted that there was an error in the computer system, but correct on the budget the board approved. She also requested an increase to the contracted rate for waste removal, and materials and supplies. The changes were highlighted in yellow.

A motion was made to make the proposed changes to the wastewater budget. The motion carried as follows:

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

### VIII. NEXT MEETING

The next meeting is October 17, 2023 at 9:00am.

### IX. ADJOURNMENT

The meeting is adjourned.