

**CLARKE COUNTY SANITARY AUTHORITY MEETING
NOVEMBER 21, 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:

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

I. CALL TO ORDER

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

II. MINUTES

A. October Minutes

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

There is no public comment.

IV. INBODEN REPORT

Mr. Crawford started with the water operations. The new motor was installed in the air compressor at the water plant. There is now two air compressors operating at the plant.

Mr. Crawford moved on to the wastewater plant to follow up with what happened in train one. There were issues with filterability and the membranes were pulled to be desludged. Once they were pulled, it was noted that all of the bacteria in

bioreactor one were dead. Inboden was able to use bacteria from bioreactor two to reseed the other one. The membranes were also placed in a recovery clean. This allowed for a better processing of the sewage coming into the plant. Once train one was back and operational, train two went through a desludging and recovery clean.

The board asked if there will be any fines or penalties due to this. Inboden wasn't sure given there are two more testing months and it is the average of the average. Mr. Crawford noted they are also waiting on the new recycle pump that should help lower the nitrogen levels.

It was discussed how this possibly began and Mr. Crawford noted that back in late August early September, Roseville lift station waste had started to look different and like it was covered in a film. It appeared to be greasier in nature and would be flow coming from Waterloo area as well as the west side of Boyce. Inboden noted that, the film translated into a filamentous foam to cover train one. That is what suffocated the bacteria used for the biological process.

Mr. Crawford noted that the monthly average for water processing is going down.

V. OLD BUSINESS

A. Drought Plan

Ms. Meredith presented a draft drought plan for the board to review. She mentioned pulling the information from the county code. She felt that we would handle this on a case by case basis.

Mr. Armbrust and Mr. Bauhan both had some recommended changes to the document.

The board and Ms. Meredith discussed how fines and terminations would be handled in the event of excessive use during a drought. Ms. Meredith viewed it similar to the grease results, that the first offense would be a notice and \$100 fine, the second offense would be a final notice and a \$500 fine. The third infraction would be reviewed by the authority for possible termination for a period of time.

After discussion and the proposed changes a motion was made to approve the drought plan. The motion carried as follows:

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

B. Utility Master Plan

Ms. Meredith included the final document of this for the authority.

VI. NEW BUSINESS

A. Fire Hydrants

Ms. Meredith mentioned that Mr. Coffelt asked that discussion began about the fire hydrants in relation to capital improvement and flow information.

Mr. Coffelt noted that the goal is to have as much information about the fire system before we have to utilize it during a heavy involvement of fire. Knowing what the flow and pressure is. Also, a level of maintenance to know that the hydrants can open and are operational.

Ms. Meredith mentioned planning for 2024 to complete a maintenance of the hydrants. Mr. Inboden noted that the hydrant flow information could be included on the sanitary authorities GIS mapping.

Mr. Coffelt mentioned that there are standards nationally regarding maintenance for hydrants within the system. Ms. Meredith noted she would reach out to Ms. Radford in the Fire and EMS department for the county to gather the national standards.

B. Plant Communication

Ms. Meredith noted this tie into the maintenance cleans that can be automated at the wastewater plant. Mr. Inboden mentioned a contract we could ride with Valley Automation and the Town of Middleburg. Ms. Meredith also noted there was a contract with JMU that is rideable for Valley Automation and aligns better with our budget and needs. The board agreed to riding the Valley Automation contract.

C. Effigies

Ms. Meredith noted that there is a request for a quote to have the effigies hung on the Boyce tower. An update would be provided at the December meeting.

VII. FINANCIAL REPORTS

Ms. Meredith followed up with Mr. Bauhan's inquiry on Allowance for Doubtful Accounts is. Ms. Meredith noted it is accounts that are older than 120 days based on the AR Aging report and is balanced at the end of every fiscal year.

Regarding the contract with Inboden, the board made a motion to approve the increase to the contract from a full-time person and part-time person to two full-time personnel. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Armbrust	-	aye
Mr. Bauhan	-	aye

Mr. Coffelt - aye
Mr. Conrad - aye

VIII. NEXT MEETING

The next meeting is December 19, 2023 at 9:00am.

IX. ADJOURNMENT

The meeting was adjourned at 10:30am.