

**CLARKE COUNTY SANITARY AUTHORITY MEETING
MINUTES
JANUARY 16, 2024**

PRESENT:

Mr. Roderick DeArment, Chairman
Mr. C. Wayne Armbrust, Vice Chairman
Mr. Tom Bauhan
Mr. Lee Coffelt
Mr. Bryan Conrad (Teleconference)
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
Daniel Boyd, Inboden Environmental Services

I. CALL TO ORDER

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

II. MINUTES

A. December 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

It was noted at the start of the meeting that Ms. Meredith would be departing from her position on February 9, 2024.

IV. INBODEN REPORT

Mr. Crawford updated the board on the water leak repaired at 345 Hopkins Drive. He also noted that water meter antennas were installed on Browntown Road. This allows for those meters to be read while driving by. Mr. Crawford noted the

finished water is rather high, Ms. Meredith added to that, that one customer had a substantial leak on their property. They are working to repair the leak once the ground thaws.

Mr. Crawford updated the board on the wastewater side of production. Both trains went through a recovery clean to gain psi and improve overall operations. The Roseville lift station had a high temperature alarm, which was the result of material blocking the air discharge hose. It was repaired and placed back into operation.

The yearend nitrogen and phosphorus numbers are below the limits required by the permits for operating the wastewater plant.

V. OLD BUSINESS

A. Lead & Copper

Ms. Meredith provided an update to the board. We had entered into a contract with IES to catalogue the lines within the system and leading into the customer's home. We are almost done phase one of the project. Mr. Stuart is scheduled to come by at the end of January to review historical records and note the composition of the appurtenances within the system. For example, we have minutes noting when water was brought to White Post, this was after the federal changes for lead and copper use. Those properties would be no lead on the utility side, and no lead on the customer side since installation was after the required changes. Mr. Stuart hopes to have all three phases done and content submitted to VDH by the end of June, which is ahead of the October 2024 deadline.

VI. NEW BUSINESS

A. Budget Review

Ms. Meredith began the review with the sewer budget. She reviewed the highlighted sections on the budget sheet. The highlights show the fund transfer from water tower revenue to the sewer fund, along with the recommended maintenance and replacement from the Utility Master Plan. Ms. Meredith noted how she broke them out on the budget based on what the repairs/replacements were. Mr. Bauhan inquired about the EQ tank recoating. Ms. Meredith noted that it has not been done since they were installed. Mr. Inboden reviewed what recoating the tanks would entail and the resources needed, which is what drove the estimated cost up. We will need to coordinate with a third party to hold the sludge while we are down to one train to process. The facility cannot operate on only one train. Ms. Meredith continued on the review of the sewer budget. The review then moved on to the water fund, noting the same highlights depicting maintenance and replacement for items identified in the Utility

Master Plan.

Ms. Meredith noted she would meet with her supervisor Ms. Bennett to see who would be handling the budget upon her departure. She is aware that this is a lot of information being presented today.

B. Rate Review

Ms. Meredith went through the Hurt & Proffitt rate study sheet that was completed the previous year. Ms. Meredith went through what each field was and noting the final balance for each fund based on the revenue and expenses.

Ms. Meredith noted that a rate increase would probably need to occur on both water and sewer.

Ms. Meredith mentioned the work session with the Board of Supervisors on February 12, 2024 at 10:00am.

C. Discussion with VDOT

Mr. Coffelt updated the board with the latest town council meeting for Boyce. They are on board to work with the Authority along with VDOT in corresponding with the railway company. The goal would be to look at having access to connect Roseville lift station directly to the wastewater plant.

VII. FINANCIAL REPORTS

The board reviewed the monthly financial reports and there were no comments to make at the time.

Mr. Conrad inquired about the collections payments and if we collect the full amount or if we only receive partial amounts on what is owed. Ms. Meredith noted that most the customers are required to pay the collection fee. There are a few that the authority is responsible for the collection fee. The board also discussed tenants and how delinquency is processed for them. Ms. Meredith reviewed the state code section on the process to collect delinquent funds from tenants and the owners.

VIII. NEXT MEETING

A Clarke County Sanitary Authority work session will be held on Friday January 26, 2024 at 10:00 am. The next monthly CCSA Board Meeting is scheduled for Tuesday, February 20, 2024 at 9:00 a.m.

IX. ADJOURNMENT

The meeting is adjourned.