

CLARKE COUNTY SANITARY AUTHORITY MEETING MINUTES
July 16, 2024

PRESENT:

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

ABSENT:

Mr. Paren Crawford, Inboden Environmental Services

OTHERS:

Mark Inboden, Inboden Environmental Services
Lucas Semones, Inboden Environmental Services
Sarah Shiley, Staff

I. CALL TO ORDER

Chairman DeArment called the meeting to order at 9:00 am.

II. CLOSED SESSION PURSUANT TO §2.2-3911-A (<19>>)

At 9:04 am, Chairman DeArment moved to enter closed session pursuant to §2.2-3911-A (19) to discuss the Cyber Security at the Water and Waste Water Plants. The motion carried by the following vote:

Wayne Armbrust	-	Aye
Tom Bauhan	-.	Aye
Lee Coffelt	-	Aye
Rod DeArment	-	Aye
Bryan Conrad	-	Aye

At 9:37 am, the members of the Sanitary Authority, being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Chairman DeArment moved to reconvene in open session. The motion carried as follows:

Wayne Armbrust	-	Aye
Lee Coffelt	-.	Aye
Rod DeArment	-	Aye
Bryan Conrad	-	Aye
Tom Bauhan	-	Aye

Chairman DeArment further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Sanitary Authority of the County of Clarke, Virginia, 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 2.2-3712 of the Code of Virginia requires a certification by the Sanitary Authority of the County of Clarke, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Sanitary Authority of the County of Clarke, Virginia, hereby certifies that, to the best of each members 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 public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Sanitary Authority of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

Lee Coffelt	-	Aye
Wayne Armbrust	-.	Aye
Bryan Conrad	-	Aye
Tom Bauhan	-	Aye
Rod DeArment	-	Aye

No action was taken following the closed session.

III. MINUTES

A. June 25, 2024

Mr. Coffelt made a motion, seconded by Mr. Conrad to approve the minutes of June 25, 2024 as amended. The motion carried as follows:

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

IV. PUBLIC COMMENT

No persons appeared to address the Board.

V. INBODEN REPORT

Mark Inboden reported the following:

- The ongoing issue with Memcor units 2 and 3 going down, Instralogic was contacted to come on site to try and identify the issue. They found that the PLC's had lost their

memory. They were able to upload the lost memory back into the memcor units.

- Note: With the new Inboden contract in place, Valley Automation will be looking into upgrading the panels and this will become a maintenance item.
- Memcor unit 1 is still not able to perform a pressure decay. Valley Automation replaced the pneumatic valve and the AV4 valve due to it leaking water and failing. After valves were changed, pressure decay is still not working and showing negative pressures.
- Virginia Ave lift station reported a high wet well. Once on site, it was found that they high-level float had gotten stuck.
- On 7/7, the WWTP had an influent flow control valve stuck open causing bioreactor to overflow. Replacing valve FCV-7636-2 did not fix the issue. Valley Automation is scheduled to take a look on 7/11.

VI. OLD BUSINESS

A. 1804 Millwood Rd. – Yard Hydrant

Mr. Legge states that he believes that it is the Sanitary Authorities responsibility to take care of the yard hydrant since the hydrant is adjacent to the meter. Years ago the yard hydrant was installed due to LMI. We will continue to take care of maintenance on the yard hydrant. The Board would like to know how many yard hydrants the county monitors and discuss adding a policy to our Rules and Regulations if we monitor multiple yard hydrants.

VII. NEW BUSINESS

A. DEQ Issued Drought

Mark Inboden commented on the DEQ Issued Drought Plan that was issued on July 1st which states that we are in an emergency state for ground water levels. The board would like to send out a drought warning to all customers stating water conservation efforts until the warning is lifted.

B. Boyce Water Tower Fence/Clean – Up

The board would like to contact County Maintenance about cleaning up the tree rows and the trimming of branches along the fence row. It has also been found that a hole has been cut in the fence at the Boyce Water Tower which allows access in. We have clamped the hole off until the fencing company we hired can come out and repair the fence damages.

C. Extraction Fan Quote

Riddleberger provided the Sanitary Authority with a quote for the replacement of (4) exhaust fans currently non operable. The quote they provided identifies they would install (2) Upblast fans and (2) explosion proof fans. Mr. Wayne Armbrust questioned the fact that nothing currently in the Waste Water Plant is explosion proof. The board would like to have Hurt and Profit come onsite and provide an analysis of what needs to be repaired before moving any further.

D. Term Process/Delinquent Accounts

The Sanitary Board would like to review our termination process and see if we can shorten the time frame for disconnections or eliminating one of the delinquent notices being sent out to customers.

The board has asked that we contact the County Administrator for assistance with the process on receiving past due amounts for our delinquent accounts.

VIII. FINANCIAL REPORTS

IX. NEXT MEETING

The next meeting will be held Tuesday, August 20, 2024, at 9:00 am.

X. ADJOURNMENT

Chairman DeArment adjourned the meeting at 10:46 am.