

CLARKE COUNTY SANITARY AUTHORITY MEETING MINUTES
August 20, 2024

PRESENT:

Mr. Roderick DeArment, Chairman
Mr. C. Wayne Armbrust, Vice Chairman
Mr. Tom Bauhan (Absent)
Mr. Bryan Conrad (Participated remotely via telephone)
Mr. Lee Coffelt
Mr. Bev, McKay, Liaison for the Clarke County Board of Supervisors

ABSENT:

Mr. Tom Bauhan

OTHERS:

Mark Inboden, Inboden Environmental Services
Paren Crawford, Inboden Environmental Services
Lucas Semones, Inboden Environmental Services
Sarah Shiley, Staff
Mike Legge, Clarke County Purchasing Manager
Chris Boies, Clarke County Administrator
Mr. Larkin

I. CALL TO ORDER

Chairman DeArment called the meeting to order at 9:03 am.

II. MINUTES

A. July 16, 2024

Mr. Armbrust made a motion, seconded by Mr. Coffelt to approve the minutes of July 16, 2024 as amended. The motion carried as follows:

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

III. PUBLIC Hearing – Proposed Rate Increases

Mr. Larkin appeared before the board to state concerns about how senior citizens may have trouble affording the higher rates because come are on a fixed income and may need to go back to work to afford these rates.

The Board also reviewed an email sent by Jean Lee of Millwood. Ms. Lee stated that she is concerned with the negative impact this is going to have on residents who live on a fixed

income, particularly those who only have income from Social Security. Ms. Lee believes the increases are large enough to present those individuals with a real threat to their ability to meet all their obligations and still have money to purchase the other necessities of life. Ms. Lee requests that the Board explore ways to provide some individuals with relief.

Members of the Board stated that they did not like to raise usage fees, but that they are necessary due to maintenance and operation costs to maintain water and sewer service. They are needed to remain solvent. The Board also noted that the CCSA has a small customer base of about 500 customers which means that the rates have to be higher compared to neighboring jurisdictions with larger number of customers.

IV. INBODEN REPORT

Paren Crawford reported the following:

- VDOT was recently installing a new culvert for a new home across from Howards Lane. During this installation, it appears that some of VDOT's heavy equipment may have damaged a water line. VDOT stated that if the CCSA proved that their culvert installation caused the damage that they would pay for all damages.
- Two new membranes have been ordered for the water plant.
- Recently, a leak at Old Waterloo Road was discovered and repaired. The leak was at a copper lateral leading from the main to the meter. The entire line was replaced with a PVC line. Another leak at Bishop Meade Road was also repaired.
- Two new air compressors have been installed at the water plant.
- Rappahannock Electric and Elite Power responded to multiple issues at the Handymart Lift Station and were able to correct everything in a timely manner.
- The high temperatures and high humidity in July caused the nitrogen levels (7.15) at the Wastewater Plant to be higher than normal. These numbers have come down recently with cooler temperatures last week.

V. OLD BUSINESS

A. Extraction Fan

Mrs. Shiley recommended that the Board consider having the County's contracted mechanical and electrical engineer, LPA, do a thorough review of the Wastewater Plant's ventilation and balance air system before considering moving forward with the purchase of an extraction fan. The Board agreed to move forward with the engineering review.

B. Tree Removal and Fence Repair

The County Maintenance Department pruned some trees at the Boyce Water Tower and Boyce Water Filtration Plant. Mrs. Shiley has hired a local fencing company to repair fences at the Boyce Water Tower and Millwood Water Tower.

VI. NEW BUSINESS

- A. A customer has called asking for the CCSA to provide a daily usage report with every

billing so that their tenant can see exactly what they are being billed for every cycle. Mrs. Shiley asked the Board if there should be a fee for requesting a daily log to help pay for the costs in doing so.

Paren Crawford explained that IES has to physically go out to the respective property and pull the reader to get this information. Mark Inboden added that there is expensive equipment and time involved in getting daily logs.

After discussion, the Board agreed that a \$50 fee would be charged per request for anyone requesting a daily log of their meter. The Board or Senior Billing Clerk, at their discretion, may waive the fee in instances where that is a suspected high usage or other reason that needs to be evaluated, on a case-by-case basis.

- B. Mr. Coffelt reviewed work being done by the Delinquent Account Committee. A payment plan was offered to one customer that had a large overdue amount with the agreement that if any scheduled payments or future bi-monthly bills were not paid on time, the meter would be shut off at that time.
- C. Paren discussed how he and Brad Broy resolved an issue a customer was having in Millwood with a control box making a loud clicking noise every time the grinder pump was activated. A new wide-angle float tree was installed that resolved the issue.
- D. Mr. Armbrust made a motion, seconded by Mr. Coffelt to approve the proposed rate increases that were discussed earlier during the public hearing. The motion carried as follows:

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

VII. FINANCIAL REPORTS

VIII. NEXT MEETING

The next meeting will be held Tuesday, September 17, 2024, at 9:00 am.

IX. ADJOURNMENT

Chairman DeArment adjourned the meeting at 10:32 am.