

**CLARKE COUNTY SANITARY AUTHORITY MEETING
SEPTEMBER 20, 2022
FINAL MINUTES**

PRESENT:

Mr. Roderick DeArment, Chairman
Mr. Tom Bauhan, Treasurer, (via Teleconference)
Mr. C. Wayne Armbrust
Mr. Lee Coffelt
Mr. Bev McKay, Liaison for the Clarke County Board of Supervisors

OTHERS:

Mr. Paren Crawford, Inboden Environmental Services
Mr. Mark Inboden, Inboden Environmental Services
Mrs. Mary Meredith, Staff
Mr. Max Emma, Locke Store
Mrs. Ruth Emma, Locke Store

ABSENT:

Mr. A. "Dan" Mackay-Smith, Vice-Chairman

I. CALL TO ORDER

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

II. MINUTES

- A. August Minutes
- B. August 25, 2022 Special Meeting Minutes
- C. September 2, 2022 Special Meeting Minutes

The board reviewed the minutes and a motion was made to approve the minutes as submitted. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

III. PUBLIC COMMENT

Locke Store was discussed at this time. They are working with Cedar Fox plumbing to bring all lines through the grease collection system. The most recent grease level is 145 mg/L. Mr. Emma noted that they lowered the water

temperature as well as First Choice coming out and pumping and cleaning the wet well. They have also had all the cleanouts in the kitchen pressure washed. Ms. Meredith did have a question regarding the penalty for the test result being over. The board discussed the decision of a penalty and tabled it until the next meeting. Mr. Emma did note if they cannot get to the required levels, then they would look to have an intercept collection system. The Emmas mentioned they would be out of town for the next meeting, they will provide information for the next meeting.

IV. INBODEN REPORT

A. Utility Report

Mr. Crawford noted that the Memcor units went through a cleaning cycle. The backwash was hauled to the wastewater plant. Mr. Armbrust inquired if Mr. Crawford was noticing any issues when switching from auxiliary power and back to the grid power. Mr. Crawford noted that there have not been any issues with equipment and the generator is transitioning the power efficiently.

Mr. Crawford did note they are waiting for the Scalby field to dry before repairing the leak on that line.

Mr. Crawford noted that Sheetz lift station was overhauled. The discharge pipe became kinked again, so we repaired that by moving the line inside with a thicker gauge pipe. This now allows the wet well to completely close and helps with smell and I&I. The floats were replaced and redesigned as well. Since the overhaul, there has not been any issues with this lift station.

Virginia Avenue lift station was having issues with pump 2 not being able to handle the effluent. Pump 2 wear plate was adjusted. There is a new auto dialer being installed as well.

Mr. Bauhan asked if Mr. Inboden has seen this much maintenance on other lift stations, if this is a common occurrence. Mr. Inboden noted that Virginia Avenue is a critical lift station for our system. All flow goes through that lift station prior to entering the treatment facility. He noted these are suction-less pumps that are supposed to be self-priming, but the connection between all three pumps does not allow them to be run all at the same time with lead/lag. Currently only two pumps can run at the same time. Mr. Inboden felt we could retrofit the lift station with submersible pumps versus suction-less pumps. He noted you could get a retrofit pump for these wet wells. Mr. DeArment inquired what the cost to retrofit would be. Mr. Inboden was not sure what the cost to retrofit now would be. The original install was near one million. Ms. Meredith noted this is on the 20-year capital improvement and can bring that information to the next meeting. She believes it was budgeted around \$900,000 to allow the potential expansion of the underground holding tank.

Mr. Crawford noted that a grinder pump at 16 Cunningham Lane needed to be replaced. It was the older pumps and the wiring had become

corroded. This was due to this pump sitting inactive for many years. Ms. Meredith noted that there are pictures of a major sewer break on Cunningham Lane. She also noted that this is a private lane and it is the responsibility of the property owners on that lane to maintain the road. Mr. Crawford received a call that sewage was coming out of the ground. You can see the tire marks in the mud and going up the hill. The line is about three-feet in the ground. The board discussed the leak and requested that the residents of Cunningham Lane be notified that this is a private lane and repairs to the lane is the responsibility of the residents of that lane. Upon the repair, it was noticed there is no shutoff valve for the sanitary line. Mr. Crawford will work to obtain a cost estimate to place a shutoff valve on that line. He noted that the line was placed in between two rocks. During the repair, it was properly bedded.

Mr. Crawford reviewed the monthly levels for Phosphorus and Nitrogen. Mr. Armbrust asked if there is a temperature check done on the effluent in the plant. Mr. Crawford noted they do take the temperature at the discharge.

V. OLD BUSINESS

The board had asked about the cost associated with the work on the leak on the customer's side. The total was \$997.50, following our rules and regulations, that portion is billed to the customer because it is a private line not a county owned line. That fee will be placed on their bill going out this week. The pastor did express if there was a way to provide assistance it would be appreciated. Ms. Meredith noted in the past we have adhered with the standard of any work on the customer line billed to the customer. After discussion, the board noted that they would maintain the standard within the rules and regulations to invoice the customer for service charges.

VI. NEW BUSINESS

A. Rules & Regulations Update

From the August 25 meeting with Locke Store, they noted there was not information regarding commercial entities and requirements on maintaining service lines. Ms. Meredith brought forth an addition to the board to the Rules & Regulations:

Commercial customers should work to ensure that the wet well is free from deleterious material buildup; this can be accomplished by the customer utilizing a third party vendor to pump, clean, and remove material from the wet well directly.

A motion was made to approve the addition to the Rules & Regulations as

stated above. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

B. Virginia Code Update

Ms. Meredith attended a meeting for clerks of public bodies. It provided updated requirements for public meetings. The two important takeaways were virtual meetings. A member can attend up to four meetings virtually, after that, they will not be allowed to participate in the meeting. The second piece is that the final approved minutes are required to be posted to the website within seven days of the meeting. The agenda will also now be published on the website three days prior to the meeting. Ms. Meredith did note that information regarding closed session requirements are also included for the board's information.

C. Articles & Bylaws

Ms. Meredith provided a copy of the Articles and Bylaws for the boards' information. They did ask if there is a secretary appointed to the board. Currently there was not, and Ms. Meredith noted that at one time there was. The board noted the bylaws do require a secretary.

After discussion, a motion was made to combine the position of Treasurer and Secretary. The motion carried as follows:

Mr. DeArment	-	aye
Mr. Mackay-Smith	-	absent
Mr. Bauhan	-	aye
Mr. Armbrust	-	aye
Mr. Coffelt	-	aye

D. Cell Phone Tower Proposal

Ms. Meredith presented further information for the cell phone proposal to change the current lease agreement. The board requested that they come in person to present material in closed session.

E. DEQ Correspondence

Mr. Inboden reviewed the correspondence from DEQ. The occurrence

took place a year ago. We received the notice regarding the period when backwash was discharged not in accordance with our permit. Mr. Inboden is going to reach out to the DEQ and requested the calculation sheet. We are now in negotiation phase and will have a follow-up with the board at the next meeting.

VII. FINANCIAL REPORTS

The monthly financial reports are presented to the board.

VIII. NEXT MEETING

The next meeting is scheduled for October 18, 2022 at 9:00am.

IX. ADJOURNMENT

The meeting was adjourned.