

Augusta County Service Authority  
Regular Board Meeting, Thursday, November 19, 2020, at 3:30 p.m.  
Smith East/West Meeting Rooms

PRESENT: Andrew C. Middleton, Chairman, North River District  
Garry R. Gordon, Vice Chairman, Middle River District  
Harvey Almarode, South River District  
Allen Dahl, Beverley Manor District  
Matthew Egeli, Wayne District  
Michael L. Shull, Riverheads District  
Timothy Simmons, Pastures District  
Phil Martin, Executive Director  
Brent Canterbury, Board Treasurer  
Jean Marshall, Board Secretary

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CALL TO ORDER

The Chairman called the meeting to order at 3:40p.m.

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ADOPTION OF AGENDA

Mr. Shull moved, seconded by Mr. Gordon to adopt the Agenda as presented.

Vote was as follows:

Yeas: Middleton, Gordon, Almarode, Dahl, Egeli,  
Shull, and Simmons  
Nays: None

Motion approved.

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APPROVAL OF MINUTES

Mr. Shull moved, seconded by Mr. Gordon, to approve the Minutes of the Regular Board Meeting of October 15, 2020, which have been mailed to the members with no corrections made.

Vote was as follows:

Yeas: Middleton, Gordon, Almarode, Dahl, Egeli,  
Shull, and Simmons  
Nays: None

Motion approved.

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MATTERS PRESENTED BY THE PUBLIC

No members of the public were in attendance to make comments and no public comments were brought forth by Staff.

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EXECUTIVE DIRECTOR’S HIGHLIGHTS

Staff informed the Board the governor has now signed the budget adopting mandates regarding customer disconnects and repayments for charges accrued during the COVID pandemic. There is an application process in which utilities may apply for allocation awards for account arrearages over 60 days and 30 days as of October 31, 2020. Applications are due by November 30. As required by the Department of Housing and Community Development, Staff will contact Timmy Fitzgerald, Augusta County Administrator, to act as the Service Authority’s fiscal agent, in order to receive the allocation of funds.

Mr. Dahl asked for the amount of customer arrearages.

Staff stated at the end of October arrearages totaled \$48,649.80 in customer accounts being 90 days past due, an additional \$7,362.67 being 60 days past due, and an additional \$72,000 being 30 days past due.

Mr. Gordon moved, seconded by Mr. Simmons to authorize the Executive Director to take the necessary steps by November 30, 2020 to apply for allocation awards for account arrearages as directed in the memorandum from the Department of Housing and Community Development issued on November 19, 2020, and to consult with the Augusta County Administrator to act as the Service Authority’s fiscal agent. The Executive Director shall notify the Board if additional authorization is needed for the application process at which time a special emergency meeting will be called as soon as possible and attended electronically.

Vote was as follows:

Yeas: Middleton, Gordon, Almarode, Dahl, Egeli,  
Shull, and Simmons  
Nays: None

Motion approved.

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PROGRESS REPORT

The Progress Report for October is on file in the Secretary’s office and was reviewed with the Board.

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COMMITTEE REPORTS

Building Committee

Mr. Gordon stated the design proposal for the new Field Operations building has been received from Peed and Bortz and has been reviewed. The Committee has recommended to Staff the site plan, the architectural discovery contract and the architectural design contract both submitted by Blueline be authorized. The cost of the site plan is \$32,000.00. The cost of the discovery contract is \$23,000 and the cost of the design contract is \$21,900 for a total of \$76,900. The Committee did not recommend authorizing the design contracts for the electrical, plumbing, and HVAC systems at this time state it would be beneficial to complete the discovery phase of the design first and then re-evaluate if it is necessary to make the expenditures for the utility systems.

Staff stated one item not included in Peed & Bortz’s proposal is site lighting, which will need to be taken into consideration for the electrical design and is a requirement for site plan approval.

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APPROVAL OF 2021 HOLIDAY SCHEDULE

Staff explained historically the ACSA Board of Directors has approved a 10-day holiday schedule. Over the past two years, the Board has approved an 11-day holiday schedule, giving Christmas Eve as an extra holiday. Since 2019 the ACSA has designated Presidents Day and Veterans Day as “floating holidays”. The offices are open on these two days, but employees have the option of taking the holiday or banking the time to use later. The floating holidays are used in order to allow employees more flexibility.

Staff is requesting approval of the following holiday schedule for 2021:

News Years Day	January 1, 2021
Martin Luther King, Jr. Day	January 18, 2021
Presidents Day (Floating Holiday)	February 15, 2021
Memorial Day	May 31, 2021
Independence Day (Observed)	July 5, 2021
Labor Day	September 6, 2021
Veterans Day (Floating Holiday)	November 11, 2021
Thanksgiving Day	November 25, 2021
Day After Thanksgiving Day	November 26, 2021
Christmas Day (Observed)	December 24, 2021
New Year’s Day (Observed)	December 31, 2021

Mr. Gordon moved, seconded by Mr. Simmons to approve the 2021 holiday schedule as presented.

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Vote was as follows:

Yeas:	Middleton, Gordon, Almarode, Dahl, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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CHANGE ORDER – PRISM CONTRACTORS SEWER REHAB CONTRACT

At the August 20, 2020 ACSA Board Meeting, the bid for sewer rehabilitation work in Weyers Cave, Stuarts Draft, and Jolivue was awarded to Prism Contractors. This contract was for \$689,183.23. Approximately, \$46,000 of the contract amount will be reimbursed to ACSA by Blue Ridge Community College.

Since awarding the contract, staff has conducted additional investigations and determined there is an additional 4,313 feet of sewer main, 23 manholes, and 17 laterals in need of rehabilitation in the Mount Sidney area.

Staff has contacted Prism Contractors and they are willing to honor their pricing from the Weyers Cave work, if their contract is increased to cover the addition of the Mount Sidney work. This would necessitate a change order in the amount of \$219,248.30. The change order will increase the amount of 8” sewer line by 1,301 linear feet and increase the amount of 10” sewer line by 3,111.18 linear feet. The change order will also add 17 laterals (200’ total length) and 23 manholes (132.84 vf) to the project.

Staff considers the pricing for the Weyers Cave work to be competitive and would prefer to have the additional work done while Prism is in the area, rather than put the Mount Sidney work into the FY-22 bidding, where pricing may not be as attractive.

Adequate funding is available in unappropriated funds. It should be noted revenues are currently running approximately \$240,000 ahead of budget for the year.

Following discussion, Mr. Gordon moved, seconded by Mr. Almarode to add the Mount Sidney rehabilitation work to the Prism contract and accept the change order in the amount of \$219,248.30.

Vote was as follows:

Yeas:	Middleton, Gordon, Almarode, Dahl, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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BID AWARD – WATER AND WASTEWATER CHEMICALS

Invitation to Bid (ITB) 2103 was issued on October 23, 2020 requesting sealed bids for the furnishing of water and wastewater chemicals. Bids were opened on November 10, 2020 and were received from 12 vendors. Of the 12 bids received, no one bid included all the various chemicals needed, therefore, contracts with multiple vendors will be necessary. Additionally, to insure chemical availability, Staff recommends contracts be awarded to both the lowest and second lowest bidders to provide a primary and alternate supplier.

Staff recommends the following:

Award a contract to Brenntag Mid-South, Inc. for Carbon Replacement, Citric Acid, Fluosilicic Acid, Sodium Hypochlorite, Chlorine Liquid Gas, Bio-Neutralizer Tablets, Soda Ash and Caustic Soda in the amount of \$171,222.75.

Award a contract to Chemtrade Chemicals US LLC for Liquid Alum in the amount of \$123,574.95.

Award a contract to Suffolk Sales & Service Corporation for Carbon Replacement and Liquid Alum in the amount of \$142,439.00.

Award a contract to Norweco for Bio-Neutralizer tablets, CleanSlate Tablets, and Accutab Disinfecting Tablets in the amount of \$16,751.25.

Award a contract to Polydyne, Inc. for Polymers in the amount of \$128,016.00.

Award a contract to Univar Solutions USA, Inc. for Polymers, Sanitary Solar Salt (only bidder), Citric Acid, Fluosilicic Acid, Sodium Hypchlorite, Chlorine Liquid Gas, Liquid Alum, Bio-Neutralizer Tablets, Clean Slate Tablets, Accutab Disinfecting Tablets, Soda Ash, Caustic Soda, and Liquid Alum in the amount of \$393,950.00.

These contracts are all for a term of one year with an option to renew for up to four additional one-year terms.

After discussion, Mr. Shull moved, seconded by Mr. Gordon to award the contracts as presented.

Vote was as follows:

Yeas:	Middleton, Gordon, Almarode, Dahl, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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ACSA SUPPORT OF BROADBAND

Staff stated as part of the work to complete the first FY-21 Executive Director Goal, Staff and ACSA Board members have met with Augusta County Board of Supervisors and representatives of MGW/Lingo Networks. The purpose of the discussions was to see if properties and facilities owned by ACSA would be suitable for the location of MGW wireless transmitters. A map showing ACSA property locations was provided to MGW and Staff are awaiting their analysis of how any of the sites would fit into their network.

Following those discussions, Staff has discussed other options with some ACSA Board members. Those options include allowing fiber optic conduits and cables to be installed near the edge of ACSA easements, expanding the scope of our sub-standard water line projects to include the installation of fiber-optic conduit, and even the concept of adding the provision of high-speed internet services to our charter. Various other localities (in Virginia and other states) were discussed and the varying approaches they have taken to tackling this issue.

Staff has reached out to the Chairman of the Roanoke Valley Broadband Authority and discussed the formation of that Authority and why a separate authority their chosen path to meeting the high-speed internet needs of the area.

Mr. Egeli referred to the Virginia Water and Wastewater Authority Act, Section 15.25114 – Power of Authority, which allows the Service Authority to install, own, or lease conduit or pipe for the installation of fiber optic cable. There is no language granting permission for authorities to construct communication towers.

Staff stated the Act allows for authorities to install conduit for communications towers; however, the Act would need to be expanded to allow the construction of towers by authorities.

After further discussions, Board members recommended Staff and Board members continue communication with Augusta County’s Broadband Committee to obtain information on the areas needing internet service. A recommendation was made by the Board for Staff to research existing easements to determine if they allowed for the installation of telecommunication lines in addition to existing water and sewer lines, and to research the process necessary to have the above referenced Act expanded to allow for construction of communication towers by authorities.

Staff stated talks with the Broadband Committee will continue and a report will be presented at the December Board meeting. Staff will also check existing easements to see what utilities are allowed and will research what steps need to be taken for expansion of the above referenced Act.

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There being no further business, the meeting was adjourned at 4:59 p.m.

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Board Secretary

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Chairman