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Augusta County Service Authority  
Regular Board Meeting, Thursday, July 16, 2020, at 1:30 p.m.  
Board Meeting Room

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  
Jean Marshall, Board Secretary

ABSENT: Brent Canterbury, Board Treasurer

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## CALL TO ORDER

The Chairman called the meeting to order at 1:33 p.m.

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## ADOPTION OF AGENDA

Staff asked for the Agenda to be revised in order to add a Closed Session as Item # 12 and the remaining items following subsequently.

Mr. Gordon moved, seconded by Mr. Simmons to adopt the revised Agenda.

Vote was as follows:

Yeas: Middleton, Gordon, Almarode, Dahl, Egeli,  
Shull, and Simmons

Nays: None

Motion approved.

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## INTRODUCTION OF NEW BOARD MEMBERS

Dr. Middleton introduced the new Board members. Mr. Harvey Almarode is representing the South River District and is filling the expired term of Mrs. Carolyn Bragg. Mr. Matthew Egeli represents the Wayne District and is filling the expired term of Mr. John Henry Graves.

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APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING – JUNE 18, 2020

Mr. Gordon moved, seconded by Mr. Simmons, to approve the minutes of the Regular Board Meeting of June 18, 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.

APPROVAL OF MINUTES FROM THE CALLED BOARD MEETING – JUNE 25, 2020

Mr. Shull stated the Minutes of the Called meeting needed to include the motion to adopt the 3% COLA and 4% Merit employee raises. Staff mentioned that the employee increase was part of the budget, and the budget is what was voted on. Mr. Shull stated again that a motion was made specifically for the pay increase. Staff stated the recording of the meeting was still available and could be reviewed in order to make any necessary revisions to the Minutes.

Approval of the Minutes was tabled until the next Board meeting, allowing time for the Secretary to re-listen to the recording of the Minutes and provide a transcribed copy to Board members.

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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 attended a webinar sponsored by the Environmental Protection Agency (EPA), which dealt with federal funding for water and sewer utilities during COVID-19. Staff had previously requested Augusta County share grant money received through the CARES Act with the Department of Social Services to assist distressed Service Authority customers in paying their past due water and sewer bills. According to the EPA presentation, the request Staff made to Augusta County was a proper request and a proper use of CARES funds. Staff sent an email to Jennifer Whetzel, Deputy County Administrator, reiterating the information presented in the webinar, along with a list of other counties across the country who have used funding they received from the CARES Act in the same way. Staff has not received a response from the County at this time.

Staff stated because the Verona Heights development is not moving forward, a request had been submitted to Augusta County for reimbursement for the portion of water line improvements the Service Authority began to make in preparation for the development. After discussion with Augusta County and those Board of Supervisors who were involved in the

planned development, Staff has decided to rescind the request for the immediate reimbursement and defer it until the property is developed in the future. Additional work will be required to provide adequate fire flow to a development in the area. The original agreement, which was never executed by the developer, called for the developer to pay for half of the water line improvements and Augusta County to pay for the remaining half. Deferring payment until the property is developed will release the County from paying the full amount at this time.

Mr. Egeli asked the amount being requested for reimbursement.

Staff stated a total of \$49,000.00 has been requested, which will be shared between Augusta County and a future developer.

Mr. Egeli asked how the Service Authority can compel the next developer to pay their share of the \$49,000.00.

Staff explained adequate fire flow is required before the property can be developed. Until the money is paid in full, the Service Authority will not complete the remaining water line improvements needed for the development.

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PROGRESS REPORT

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

Mr. Dahl asked what caused the spike in gallons of water leaked in May, as shown on the graph in the Progress Report.

Staff explained there was a large water line break on Ladd Road that caused the spike.

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COMMITTEE APPOINTMENTS

Committee appointments are as follows:

Executive Committee: Andrew C. Middleton, Chairman  
Garry R. Gordon, Vice Chairman

Finance and Audit Committee: Garry Gordon, Chairman  
Harvey Almarode  
Andrew C. Middleton, Ex-Officio

Personnel Committee: Timothy Simmons, Chairman  
Matthew Egeli  
Andrew C. Middleton, Ex-Officio

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Land and Water Committee: Michael S. Shull, Chairman  
Allen Dahl  
Andrew C. Middleton, Ex-Officio

Building Advisory Committee: Garry Gordon, Chairman  
(Temporary) Allen Dahl

Dr. Middleton explained the Building Advisory Committee will be a temporary committee, serving as advisors during planning and construction of the Field Operations/Facilities Maintenance building at the Middle River Treatment Plant property. He asked for comments from the Board as to the authority that should be delegated to the committee asking if the committee should be allowed to approve contracts and engage engineers without additional Board review and approval.

Mr. Simmons stated the committee should be allowed to make decisions in order to move forward as quickly as possible with the design of the new Field Ops building.

Dr. Middleton reminded the Board \$500,000 is in the FY-2021 budget for the design of the building. No other items pertaining to the new building are in the budget.

Mr. Shull stated if the design cost is currently the only item included in the budget for the new building, no other approval authority would be needed by the Building Advisory Committee.

Mr. Simmons asked if there is a specific firm Staff is considering for the design of the new building.

Staff explained a Request for Proposal (RFP) was developed and circulated among relevant staff for comment. Staff will follow up on the comments and the RFP will be sent to the Advisory Committee for their review. The RFP will then be advertised. Interviews will be scheduled for the top ranked consultants who submit proposals. A purchase will need to be issued to, or a contract written with the chosen consultant.

Mr. Simmons asked if the contract will be brought to the Advisory Committee.

Dr. Middleton again asked for suggestions from Board members regarding the level of authority the Advisory Committee should have in making decisions on proposals and contracts; if the Staff will need to present the selected proposal to the Board before signing the contract; or if the Advisory Committee should be allowed to make the final decision on the proposal, as long as it is included in the FY-2021 budget.

Staff explained the only item budgeted for the new building is for design. Dr. Middleton was explaining the Advisory Committee could be allowed to approve items that are budgeted and construction costs are not currently in the budget.

Mr. Shull stated the Board doesn't need to move on anything right now since design is the only item in the budget for the new building.

Staff stated once a design firm is selected, a purchase order or a contract will need to be initiated, in order for the firm to begin the design process.

Mr. Dahl asked if the contract should be reviewed by the Board before signing it.

Mr. Egeli gave a summary of his understanding of the questions being presented: once the RFP is complete, does the entire Board want to see it, or does it go directly to the Advisory Committee; after the proposals are received, are they sent to the Board for review, or will they go directly to the Advisory Committee; will selection of the design firm be made by the Board or will the Advisory Committee make that decision.

Staff explained typically the Board doesn't get involved in reviewing proposals. The signatory authority of the Executive Director for purchase orders and contracts, if it is a fully funded budgeted item, is \$100,000. Any amount above \$100,000 requires approval by the Board. The question being presented by Dr. Middleton is, once a contract is presented by the selected firm, does it need to be brought before the full Board or will the Advisory Committee be granted the authority to approve it.

Mr. Shull stated the contract should be reviewed by the Board, especially since there are two new Board members who are not familiar with the procurement and building process.

Mr. Egeli stated he has seen and was shocked by the conditions of the buildings currently housing Field Operations and Facilities Maintenance. He is in agreement time is of the essence; however, he would like to see the final proposal before a contract is signed.

After further discussion among the Board members, it was decided the Building Advisory Committee will provide a full report to the Board regarding proposals received for the design of the new building.

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EXCELLENCE AWARD

In 2018, as part of an effort to recognize and reward ACSA employees for exceptional work that goes above and beyond their normal duties, the ACSA Excellence Award was developed. These honors are awarded twice a year covering multiple categories and include a \$200 monetary award, recognition to this Board, and inclusion in the ACSA bi-monthly newsletter.

While there are multiple categories for the awards, during the last six months we received only one nomination. That nomination was submitted by Jennifer Hoover, Engineering Manager. The nomination was for Jerry Rader, Engineering Technician II, and was for the "Outstanding Effort Award". The specific occasion that compelled Jennifer to make the nomination was as follows:

On March 27, 2020, Jerry was on the way to Blackburn when he saw a van three cars in front of him clip another car, spinning it around and causing a wreck. The two cars ahead of Jerry did not stop, but continued on their way. Jerry stopped and found both drivers physically

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okay even though the airbag on the car involved had deployed. The car’s driver tried to call 911 but was unable to complete the call because they were so distraught over what had just happened. The van’s driver did not appear to have a means to call for help. At this point, Jerry took control of the situation, called 911 and stayed with both drivers until emergency personnel arrived 15 minutes later. Both drivers voiced their appreciation for his willingness to stop and help.

We wish to thank Jerry for his outstanding effort, quick reaction, and commitment to caring for people, even when others are passing them by.

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CLOSED SESSION

Mr. Gordon moved, seconded by Mr. Dahl to convene in closed session pursuant to Virginia Code §2.2-3711(A)(19), to discuss plans to address cybersecurity threats and vulnerabilities.

Vote was as follows:

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

Motion approved.

CLOSED SESSION

Mr. Gordon moved, seconded by Mr. Simmons to come out of closed session.

Vote was as follows:

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

Motion approved.

Board members were requested to certify only matters pursuant to Virginia Code §2.2-3711(A)(19) were discussed. Members certifying were Middleton, Gordon, Almarode, Dahl, Egeli, Shull, and Simmons.

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There being no further business, the meeting was adjourned at 2:50 p.m.

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Board Secretary

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Chairman