

King George County Service Authority
Board of Directors
August 01, 2023

The regular meeting of the King George County Service Authority was called to order at 5:30 PM by Chairman Allen Parker in the Board Room of the Revercomb Building, located at 10459 Courthouse Drive, King George, Virginia, 22485.

Members Present: Chairman, Allen Parker
Vice Chairman, Carrie Cleveland
Cathy Binder
Ann Cupka
James Morris

KGC Administrator: Christopher Miller, County Administrator

KGC Attorney: Kelly Lackey, County Attorney

CALL TO ORDER:

0:00:00.0 Chairman Allen Parker: I now call to order this regular meeting of the King George County Service Authority Board of Directors. We will have a call to order with an invocation by myself, followed by the Pledge of Allegiance by Mr. Miller. Lord, we ask that you watch over this meeting and provide guidance and wisdom so that we may make the best decisions in the interest of our clients and the citizens of King George. In your name we pray. Amen.

PLEDGE OF ALLEGIANCE:

0:00:29.7 ALL: I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

AMENDMENTS TO THE AGENDA:

0:00:32.2 Chairman Allen Parker: Mr. Miller, are there any amendments to the agenda?

0:00:51.9 Chris Miller: No, sir.

PUBLIC COMMENT:

0:00:53.6 Chairman Allen Parker: Moving on. We move on to public comment. Is there anyone in the audience that would like to speak this evening? Seeing none. Is there anyone online?

0:01:10.7 Chris Dines: No, Mr. Chairman.

0:01:12.6 **Chairman Allen Parker:** We will move on. Closing public comment. Reports from members of the board. Ms. Binder?

REPORTS OF THE BOARD MEMEBERS:

0:01:15.8 **Cathy Binder:** No report at this time.

0:01:17.7 **Chairman Allen Parker:** Ms. Cleveland?

0:01:18.4 **Vice Chairman Carrie Cleveland:** No report.

0:01:21.3 **Chairman Allen Parker:** Ms. Cupka?

0:01:23.6 **Ann Cupka:** Thank you, Mr. Chair. I just want to thank staff and Inboden Environmental Services for getting the word out to some of our Dahlgren customers with regard to the possibility of lead in their water due to the age of their homes and the pipes that were installed at that time. Thank you very much.

0:01:46.2 **Chairman Allen Parker:** Mr. Morris, do you have anything?

0:01:50.9 **James Morris:** I have no report, but for the record, I am attending remotely because I'm out of the county this evening. Thank you.

0:01:58.6 **Chairman Allen Parker:** Thank you, Mr. Morris. And for myself, I do want to thank staff. We had a bunch of people calling about some watercolor issues in Hopyard and they reacted very quickly to help get that situation worked out, and I very much appreciate that, and all their efforts. Moving on, consent agenda.

CONSENT AGENDA:

0:02:23.1 **Vice Chairman Carrie Cleveland:** I move to accept the consent agenda as written.

0:02:25.3 **Cathy Binder:** Second.

0:02:27.5 **Chairman Allen Parker:** I have a motion made and seconded. All those in favor?

0:02:40.1 **Vice Chairman Carrie Cleveland:** Aye.

0:02:40.1 **Cathy Binder:** Aye.

0:02:40.1 **Ann Cupka:** Aye.

0:02:40.2 **Chairman Allen Parker:** Chair votes aye. Motion carries.

0:02:41.1 James Morris: Aye.

0:02:50.0 Chairman Allen Parker: We have no public presentations tonight; no commission agency reports. So, we move on to action items. County attorney, Freedom of Information cost policy and plain English overview. Ms. Lackey?

ACTION ITEMS:

0:02:56.3 Kelly Lackey: Good evening. As I have reported in a few recent meetings, there was a change in the law on July 1st. It does not directly apply to the Service Authority to have a FOIA (Freedom of Information Act) cost policy. It is still, however, my recommendation that it is good practice to have a policy. It lets your staff know what they should be doing, and then the public also has more of an expectation of what they are getting by making a FOIA request, even though they can request a cost estimate. The Board of Supervisors updated their existing policy at their last meeting. And so, what is in your packet is very similar to what the Board of Supervisors has approved, and in the most pertinent part, it waives fees until staff time exceeds the greater of 30 minutes or \$10. So typically, if you're asking a question about your bill if you are asking for something that was an agenda, that's something that can be pulled up very quickly. You are not going to be charged. If you're asking for something that is going to require significant staff time, then the billing would occur for more than 30 minutes of staff time.

0:04:11.7 Chairman Allen Parker: So, I guess is there any discussion on the policy?

0:04:17.0 Vice Chairman Carrie Cleveland: Ms. Lackey, I have a question. So, we talked about this last time, and it was going up in front of the Board of Supervisors as well, and we decided that we were going to wait to see if they were going to make any changes to it. And if they were, we would just adopt what their changes were. Were there any changes that they had made that will affect the policy that we talked about before?

0:04:42.6 Kelly Lackey: So, the Board of Supervisors did adopt as written. So, the Service Authority is pretty similar. I did draft a few amendments to the Board of Supervisors before they adopted it that basically made some changes about the level of department head involvement and things like that. But the Service Authority is a much leaner organization. There are not as many levels of hierarchy, so that wasn't necessary in the draft for the Service Authority.

0:05:13.8 Chairman Allen Parker: But if I am understanding you correctly, the current draft that's in the packet is similar to what the Supervisors adopted sans changes that are appropriate for the structure of the Service Authority.

0:05:29.4 Kelly Lackey: Correct.

0:05:33.1 Chairman Allen Parker: Are there any other questions or comments? Okay. I guess I would look for a motion.

0:05:44.6 Vice Chairman Carrie Cleveland: I move to accept the Freedom of Information Cost Policy and Plain English Overview for the Service Authority.

0:05:53.6 Cathy Binder: Second.

0:05:54.9 Chairman Allen Parker: I have a motion made and seconded. Is there any discussion? All those in favor?

0:06:01.4 Vice Chairman Carrie Cleveland: Aye.

0:06:01.4 Cathy Binder: Aye.

0:06:02.1 Ann Cupka: Aye.

0:06:02.8 Chairman Allen Parker: Mr. Morris?

0:06:04.0 James Morris: Aye.

0:06:07.1 Chairman Allen Parker: Chair votes aye.

0:06:07.4 James Morris: Aye.

0:06:14.2 Chairman Allen Parker: Chair votes aye. Motion carries. Department of Finance appropriation of funds for the purchase of a septic truck. Ms. Hahn?

0:06:16.7 Donna Hahn: Good evening, Mr. Chair, members of the board. At the Board of Directors meeting held on June 6, 2023, the board approved the award of a contract to purchase a septic pump truck. However, action was not taken to appropriate the funds. This purchases from the \$15 million line of credit. And so, with that, I ask that the board appropriate the funds in the amount of \$274,800 for the purchase of the septic pump truck.

0:06:45.5 Chairman Allen Parker: Do we have any questions or comments for Ms. Hahn? All right. Then I'll look for a motion.

0:06:50.6 James Morris: I have a question, sir.

0:06:52.6 Chairman Allen Parker: Okay. Mr. Morris?

0:06:54.4 James Morris: Yes. Ms. Hahn, do we have a delivery time on this, or is it going to be like the Fire Department, and they are talking like two years out before the truck's delivered?

0:07:14.8 Donna Hahn: I am being told May or June of next year (2024).

0:07:18.9 James Morris: Okay. Thank you.

0:07:22.1 Chairman Allen Parker: Are there any other questions? All right. I am looking for a motion then.

0:07:27.5 Vice Chairman Carrie Cleveland: I move that we appropriate the funds for the purchase of the septic pump truck for the amount of \$274,800.

0:07:39.0 Cathy Binder: Second.

0:07:39.5 Chairman Allen Parker: I have a motion made and seconded. Is there any discussion? All those in favor?

0:07:45.1 Vice Chairman Carrie Cleveland: Aye.

0:07:45.1 Cathy Binder: Aye.

0:07:45.6 Ann Cupka: Aye.

0:07:46.3 Chairman Allen Parker: Mr. Morris?

0:07:47.9 James Morris: Aye.

0:07:49.4 Chairman Allen Parker: And chair votes aye. Motion carries.

0:07:51.7 Donna Hahn: Thank you.

DISCUSSION ITEMS:

0:07:54.6 Chairman Allen Parker: Moving on to discussion items. First up is the management structure for the Service Authority. We kind of talked about that earlier, and then we were working on getting a building in place and wanted to circle back on that just to get everybody's feelings on it. I know there are a couple of different options where we restructure the authority itself where we look to move it into a utility. Both of those, I guess, are still in discussion. So, what I am thinking is it might be appropriate to have a joint meeting like we sort of did before and re-open the kind of discussions for both avenues with the supervisors because, obviously, the utility will require more than just us taking action and whatnot. So, I wanted to get everybody's thoughts on that, thoughts on doing a joint meeting. So, I will take any comments or whatnot.

0:09:00.1 Ann Cupka: Mr. Chair, thank you. Do we have any change in posture on the part of DEQ (Department of Environmental Quality) regarding our ability to bring this to fruition? Because I know the first time, we spoke about this, they had concerns regarding

the ARPA funding that we had received and the new funding that we were to receive, the \$16 million wastewater grant.

0:09:33.2 Chairman Allen Parker: I do not know if we resolved all the issues. Have we?

0:09:41.0 Chris Miller: There have not been any further discussions about that kind of subject. So, I think that the direction that we got at the time was, "We don't want you to do anything. We want you to remain a separate utility right now because the funds are being provided to the Service Authority." I do not know if that is a nuanced type of response that we could visit with them and say, you are not necessarily changing the organization. You are just having it come under the county as a department if that is the direction that you go. Or is it a thing where you would have to keep it separate for several more years? It is worth getting direction from the board to seek that information from DEQ and VDH (Virginia Department of Health). I know that there was one representative of VDH, the Virginia Department of Health, Mr. Meyer, who was very much against it. And he indicated that our business plan had to show the independence of the organization from the county. He has since retired. A lot of folks that were involved in it have retired. So, a lot of times, it is a matter of re-approaching them. But I do think that I would need to have direction, and Ms. Lackey and I could pursue that if that is something that you want to get an answer to.

0:11:19.8 Chairman Allen Parker: Yes, it is good. At least my opinion, if it is the will of the board, I think it would be good to know while we are thinking about the different options if that is even a possibility. If it is not, then we have to get a different structure, and so I think it would be worth knowing if the board's good with that.

0:11:38.3 Chris Miller: Okay.

0:11:40.6 Ann Cupka: Mr. Chair, so why I asked that, and this is something that You all can consider in discussions with them moving forward, is the City of Fredericksburg also received a substantial chunk of funding from the state budget last year for wastewater projects that were patron by the same senator as ours. And my understanding is that I went directly to the City of Fredericksburg, and I am on their website, and they have a public works department. I am curious to hear if they faced any obstacles with regard to having too much ARPA money. Do you see what I am getting at?

0:12:25.9 Chris Miller: Yes, ma'am. And we will pursue that. I do think that is a good point. I do not know if that is the nature of the way it was originally organized.

0:12:36.2 Ann Cupka: I do not know what the ratio was of allowed. I do not know how that all broke out, but I think they got like \$23 million.

0:12:45.0 Chairman Allen Parker: Yes.

0:12:46.2 Ann Cupka: So yes, if we could.

0:12:47.9 Chairman Allen Parker: And their current structure is kind of convoluted. I think the public works director and city manager are the same person and county and or city engineer, assistant city engineer is all the same person currently.

0:13:04.2 Chris Miller: And again, it may be also a thing where we would have to sit down and show them very clear, as they call it, a Chinese wall between the county and the Service Authority in terms of the funding. You cannot intermix ratepayer money with general fund money and vice versa. So that would have to perhaps be shown. So, there are definitely some things that we will sit down with them and talk to them about that.

0:13:32.4 Chairman Allen Parker: Appreciate that. And with that, you can kind of roll into the general manager's report.

GENERAL MANAGERS REPORT:

0:13:38.6 Christopher Miller: Alright. So, we have a couple of items here for you. I got the pleasure of a couple of folks here. Okay, I am following along. Okay. So, you do have your to-do list, which is the non-capital items, and that is presented to you if you are interested. I think the big items that we are obviously excited about are the ARPA Water Grant, Purkins Corner Decommissioning, and the ARPA Wastewater Grant. And some of the other activities that are on this list. The meter reading, I know, is going to be cranking up here in the next couple of weeks again, and so we are excited about that. I think that the project is going very well. And at the end of this presentation, we will probably fill you in on some information about what was brought up at the last meeting in terms of the lead and copper and how we are handling that right now. And so, I will wait here on that. But I think the other thing that you can see is that we're obviously making a lot of progress on a number of things. The water grant is flowing along really well. Excuse the pun, but it is. It is going very well. The wastewater grant, the details. I think Mr. Young has spent a heck of a lot of time with DEQ on this and is trying to keep this going along with Ms. Hahn. And so that is going to start paying some dividends here. We are restarting the inflow and infiltration project, mainly in the Dahlgren area. And then, as you see, we do fire hydrant maintenance and replacement. We work with the fire department on that. John Eisenbeis's crews do, and they replace them, or they take them out of service, whatever is necessary to make sure that we have an active flow of fire hydrants. Also, the fire hydrants are identified as either active or out of service. So that is very important. I will certainly answer any questions on the to-do list, but let's talk about some of the other items. How about we go to the next one? Regarding the Topper update, I do have Ms. Norris Barker here, and she can also chime in on this. She always likes it when I call on her, but obviously, you had a presentation from the Inboden folks at the last meeting, and we were talking about lead and copper. Through the AMI (Automatic Metering) meter process and the replacement process, AMIs also take and give an inventory of each meter connection. And then what we are doing is we are forming a database that then we are going to go ahead and work to identify which ones have to be replaced, and then the

process of doing that. We have had some discussions with Inboden, and that is a viable option if we want to utilize them for that service. They also are doing that as part of their service to us in Terms of identifying the lead and copper. But as Mr. Inboden talked about, there is a program that is going to be put in place here that has got to be done by the end of next. September '24. And we will have to identify all of the connections, if you will, and a plan for how we will deal with that. So, we are looking internally for the best options, the most cost-effective option. I think the fact that Ms. Norris Barker and the Fortiline Group that is doing the AMI project, the meter replacement project, got that information, their getting that information was really important to us, and it'll be very helpful as we move forward addressing this. So, I wanted to let you know that we do have a plan that we are working out. We will be coming back to you once we are ready to finalize that plan, but I do think that's important. I think it is important for the citizens to know and the ratepayers to know what's going on. I will tell you this. The Board of Supervisors received an email or a letter from Ms. Higgins from the school board indicating the status of the well at the preschool, which is not in our system. We have tested it for years as a courtesy to the schools, but that is a school maintained well. And they did report that they did have some traces of lead and copper. So, they will have a responsibility to do something about that. We will work with them as a courtesy, but I did want to let the supervisors know that that is how that will be handled. While we got a longer little bit of presentation here on the proposed website update. So let me jump down. I think we have already covered it, but the Hopyard's water last week had some discolorations, and I know that Chairman Parker was all over it, and I am sure some of you saw it on Facebook, and I know John you want to give them a little brief of what you all did. You all did a good job of taking care of it.

0:19:51.9 John Eisenbeis: We had a complaint about Longbow and Weems. So, what we did was we went in, and since it is a loop system, we flushed from both sides of Longbow, flush that first and Longbow is a dead end, so water does not hardly move there much. So, there must have been pretty heavy water draw that stirred stuff up. So, we had about an hour flush to get everything out of that system, but it is running clear now. Everything should be fine.

0:20:14.7 Chairman Allen Parker: Definitely appreciate it.

0:20:14.7 Christopher Miller: While I've got you up there, would you just give an update on what SAFT number one is? Where we are?

0:20:26.3 John Eisenbeis: The well repacking and lining is all done. We are currently waiting on the pump, and it is coming from Italy, so it is a week to two weeks out probably before we get the actual pump. But everything else is done. Just waiting to drop it in the hole.

0:20:39.5 Christopher Miller: And just to assure the folks in Dahlgren, the water surface is good to go, and it has even been handling things ever since.

0:20:47.5 John Eisenbeis: It is staying right up there. And we have made the adjustments to Monmouth Tower and the level's been staying right up there. We're actually going to be taking Monmouth Tower offline since September for two weeks for rehab. So, it is good we got all that going. So SAFT will play right into that, and we can take it offline, and do it.

0:21:06.7 Chris Miller: The other item that is on there, as I said, we jumped down, is the proposed websites and the updates and the FAQs. I have Amy Southall, who is our new public information officer, community engagement officer, and resident number one Taylor Swift fan. I do not know in terms of intensity. I know there are a lot of those around, but anyway, we wanted to, as you remember, at the board meeting on the 28th of June, where the budget was adopted, there was a request to look at our FAQs and to update those. And as we got looking at these, I think Amy had come up with maybe another way of looking at this, and that is maybe you have some FAQs, but a lot of your FAQs could be addressed by just an overhaul, proposed overhaul on the website. And so, I am going to let Amy just walk you through some of the changes that we are making. I think the key thing that we want to make sure of is that the information that is on there, the links, are up to date and as explanatory as possible so that folks have good information. But Ms. Southall.

0:22:29.3 Amy Southall: Good evening. So, to start with is the homepage. This originally had a lot of COVID information on it. I removed that and kept a lot of the information that we had at the bottom of the page, which just has an overview of what the service authority is, our three divisions, and a link to our board of directors. Regarding the FAQs that Mr. Miller was referring to, we have a few standing out here. These are hard to read, so I will look them over here. So, some of those are how to sign up and cancel your service. Can I drop off my bill at the treasurer's office? If I am filling a pool, can my bill be adjusted? Why is my bill so high? Have I received a notice about lead and copper? What does that mean? How do I receive notifications about water and wastewater? And how can I know where water and wastewater lines are located on my property? Some of the other common questions that we were referring to are based on discussions we are answering over here, hours of operations, and contact information on the right side. We have another link on the left side menu to the board of directors' page, and then here we have plans and policies, and you can direct link to these PDFs here. Then we have a link to our annual budgets. So, this is an overview of what the budget is like. All the way to fiscal year 17-18. So, the last few years are up here. And then, we also have a link to our ACFR. And those also have an explanation of what an ACFR is and then how those are structured. And then an overview of the same few years that we had listed on the budget. And then there are rates and billing. Some of the information, I am still working with staff, and I am going to update it, so reworking on that. But this is a general overview of what it will look like. So, we have rates up here, and then we have billing being through MuniBilling, and then how you would make a payment. And then you go back to the Service Authority site. On the homepage, we have a residential connection form. I am working on getting a commercial connection page as well. We also have updated the service area map here and then drinking water quality reports. This is an overview of what

a CCR is, and then we also have a link here to the CCRs from 2022, and you can direct link to your CCR for that area. And then the last thing we have is the notice that we were referring to that we posted about the lead and copper rule, which is on the homepage through a newsflash. And then again, just another FAQ in case people is on the website referring to the FAQs. It is on the left side panel. So, I am happy to take any recommendations on what you guys would like to see added, changed, or adjusted. Open to any suggestions.

0:25:40.4 Chris Miller: I am sorry. We know that you're just getting it the first time, so obviously, if you want to take a look at it, we didn't want to just say, "Oh, here's our response." We wanted you all to have a chance to add some things. If you feel that we need to put some other things on there, we are happy to do that. We want to make sure that we are as interactive as we can with the ratepayers.

0:26:04.0 Cathy Binder: This one is aesthetics because I wear glasses and I'm looking at the page right now. And even with my glasses on closeup, the type is really small. And so maybe something with the font to help those of us that need some glasses.

0:26:18.1 Amy Southall: We were just discussing that as part of our overhaul with CivicPlus. So, some of these limitations concern how our contract is currently with the design. We were just discussing that when it came up here of like, "I can't really read that from here and it should be visible." So that is a note that we have had. Thank you, Ms. Binder.

0:26:33.3 Cathy Binder: Thank you.

0:26:35.4 Chairman Allen Parker: Are there any other questions?

0:26:37.4 Ann Cupka: Yes. Thank you, Mr. Chair. Thank you very much for your work on this. It is vastly improved compared to what the page looked like before. I just have one suggestion on the rates filling and payment page. On the left, there is a link for the low-income household water assistance program. And we know from reading our to-do list that all of the funding for that program has been exhausted. So, I do not know if we want to keep that there or not.

0:27:11.7 Amy Southall: Yes. We had the discussion when we went over this yesterday. We wanted y'all's discretion on whether or not we should remove that. If everyone is comfortable with that, we're happy to take it down.

0:27:22.6 Chairman Allen Parker: Yeah, I am thinking for now, yes, because we have exhausted the funds. In another year or something, if there are more funds available, then we post that back out on the landing page.

0:27:35.3 Chris Miller: The other thing is it ends after September 1st, so we just did not want to take it down yet until we showed you all. We can remove it. Ms. Norris Barker, did you have a lot of folks that were contacting us that were interested in participating in that? Okay, okay. So, we will remove it.

0:28:13.6 Chairman Allen Parker: Is there any other questions, comments? Thank you, Mr. Miller. I think the last thing under discussion items is the utility report or Inboden.

0:28:30.4 Chris Miller: Yes, we put your June report on then or there. You want to present it, or we had a weird meeting scheduled in July, so that is why. So, we know that you are going to double up in July and August or whatever, July and August, I guess. Okay.

0:28:54.6 Chairman Allen Parker: That works. And that closes out the discussion items. Looking for a motion.

ADJOURNMENT:

0:29:06.3 Vice Chairman Carrie Cleveland: I make a motion to adjourn to Tuesday, August 15th at 5:30 PM in the boardroom.

0:29:14.2 Cathy Binder: Second.

0:29:15.5 Chairman Allen Parker: I have a motion made and seconded. All those in favor?

0:29:18.4 Cathy Binder: Aye.

0:29:18.6 Vice Chairman Carrie Cleveland: Aye.

0:29:18.6 Ann Cupka: Aye.

0:29:19.4 Chairman Allen Parker: Mr. Morris?

0:29:20.5 James Morris: Aye, aye.

0:29:21.4 Chairman Allen Parker: Chair votes aye. We adjourn to Tuesday, August 15, 2023, at 5:30 PM here in the boardroom.