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Augusta Water  
Regular Board Meeting, Thursday, November 16, 2023, 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  
Brent Canterbury, Treasurer  
Jean Marshall, Board Secretary

ABSENT: None

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## CALL TO ORDER

The Chairman called the meeting to order at 1:30 p.m.

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## ADOPTION OF AGENDA

Dr. Middleton asked for the Agenda to be revised in order to add Closed Session after Item 5, with all other items following subsequently.

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

Vote was as follows:

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

Motion approved.

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## APPROVAL OF MINUTES

Mr. Gordon moved, seconded by Mr. Shull, to approve the Minutes of the Regular Board Meeting of October 19, 2023, which have been mailed to the members.

Vote was as follows:

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

Motion approved.

MATTERS PRESENTED BY THE PUBLIC

Linda Greene of 64 Chapel Hill Lane, Weyers Cave stated she is representing concerned citizens in the area in which she resides regarding the sewer hookup request for the new brewery being built on Chapel Hill Lane and owned by Eric Pisk. She asked how the sewer hookup was approved since the property is in an Agriculture Conservation Area, which doesn't allow for water and sewer connection. She asked if there were any amendments made to get the project through.

Dr. Middleton stated there were no amendments made and explained Augusta Water is not extending service for the request. The owner is installing a private sewer line at his expense, which will be connected to Augusta Water's existing sewer system.

Mrs. Greene asked if a supervisor asked for this request to be approved.

Mr. Simmons stated there was an exemption for the request because of the type of business it is. The Commonwealth allows for exemptions for wineries and breweries on property zoned for agriculture use.

Mr. Shull stated a brewery is considered an agri-tourism business. The owner could have installed a private septic system, which would have put the waste from the business into the groundwater. A private sewer lateral is the better option so the waste will go to the treatment plant to be treated. The owner only requested approval for one line.

Mrs. Greene stated it is her understanding Mr. Pisk will be building a home on the same property as the brewery. She asked if Augusta Water would allow Mr. Pisk to connect to the public water and sewer systems to service his home.

Mr. Martin stated the owner will be installing a private septic system for his house. The Augusta Water Board only approved the sewer hookup for the business and will not allow connection to the home.

Mrs. Greene asked if anyone else in the Chapel Hill Lane area had connected to the public system.

Mr. Martin stated he is not aware of anyone else in the Chapel Hill Lane area connecting to the public system.

Mrs. Greene asked if Augusta Water would consider implementing a policy to keep others from hooking up to public services.

Mr. Martin explained plans are in process to create a policy to address such issues.

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CLOSED SESSION

Mr. Gordon moved, seconded by Mr. Shull to convene in closed session pursuant to Virginia Code §2.2-3711.8, Consultation with legal counsel employed or retained by a public body

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regarding potential legal responses arising from contractor's failure to comply with Augusta Water policies.

Vote was as follows:

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

Motion approved.

Mr. Shull moved, seconded by Mr. Dahl 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 §2.2-3711.8 were discussed. Members certifying were Middleton, Gordon, Almarode, Dahl, Egeli, Shull, and Simmons.

Mr. Shull moved for the Executive Director to proceed with the items discussed in Closed Session. Mr. Almarode seconded the motion.

Vote was as follows:

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

Motion approved.

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## EXECUTIVE DIRECTOR'S HIGHLIGHTS

Mr. Martin discussed matters with the Board which have arisen since the Board Packets were sent to the Board members.

1. Mr. Martin introduced Adam Meek as the new Project Coordinator for Augusta Water.
2. Mr. Martin stated the Consumer Price Index went up 0% in October resulting in an overall increase of 3.2% year to year. The Producer Price Index decreased 0.5% in October resulting in an overall increase of 1.3% year to year.
3. Mr. Martin gave each Board member a copy of the statement he made at the Augusta County Planning Commission meeting on November 14 regarding proposed changes to the Solar Ordinance language in Augusta County's Comp Plan. Mr. Martin explained

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to the Board members the proposed revisions discussed at the meeting. The recommended revisions will be presented to the Board of Supervisors at their December 13 meeting.

- 4. Mr. Martin stated, the Wayne Avenue 2 Solar Project request was presented at the same Planning Commission meeting. The Planning Commission was deadlocked on whether the project was in substantial accord with Augusta County’s Comp Plan, therefore, the request will go before the Board of Zoning Appeals (BZA) on December 7 without a recommendation. Mr. Martin explained he will not be available to provide comments at the December 7 meeting. He asked the Board to advise if he should send a representative from Augusta Water to attend the BZA meeting to provide comments regarding the project, or if the Memorandum he has already submitted to the BZA would suffice. The Board members requested Mr. Martin assign someone to attend the meeting and provide comments regarding the request.
- 5. Mr. Martin gave an update regarding the Engineering Manager position and stated five applications have been received through Trinity Recruiting.

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PROGRESS REPORT

The October Progress Report was included in the Board packet and was reviewed with the Board.

There were no questions or discussion by Board members.

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COMMITTEE REPORTS

PERSONNEL COMMITTEE

Mr. Simmons reported the Personnel Committee met on October 19, 2023 with Mr. Martin and Mrs. Runkle, Director of Human Resources. The Personnel Committee agreed to award a Christmas bonus to employees. All full-time employees hired on or before November 30, 2023, and who have not received any written conduct warnings since July 1, 2023 will receive \$1,500.00. The Executive Director will be eligible for the bonus, unless otherwise ineligible. All part-time employees working 20 hours a week or more, and who have not received any written conduct warnings since July 1, 2023 will also receive \$1,500.00. All part-time employees working less than 20 hours a week with no written conduct warnings will receive \$750.

This Personnel Committee report constitutes a motion and a second to the full Board for awarding the bonus as presented.

There was no discussion by the Board members.

Vote was as follows:

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

Motion approved.

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## APPROVAL OF THE 2024 AUGUSTA WATER HOLIDAY SCHEDULE

Mr. Martin stated the Personnel Committee discussed the 2024 Augusta Water Holiday Schedule during their meeting on October 19.

The Personnel Committee has recommended the following 2024 Augusta Water Holiday Schedule and this report constitutes a motion and a second to the full Board for approval:

Floating Holiday	Available January 1, 2024
New Year’s Day (Observed)	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Good Friday	Friday, March 29, 2024
Floating Holiday	Available May 1, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Floating Holiday	Available September 1, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday November 28, 2024
Day After Thanksgiving Day	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024

There was no discussion by the Board members.

Vote was as follows:

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

Motion approved.

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## RECLASSIFICATION OF EXISTING POSITION

Mr. Martin stated, earlier this year a number of issues were discovered involving personnel in the Facilities Maintenance department of Augusta Water. Disciplinary actions were administered and other actions were taken, including moving the group from Treatment Operations to Field Operations and revising their work schedules from 4 – 10-hour days to 5 – 8-hour days. The disciplinary actions resulted in several vacancies, as well as changes to the internal supervision of the section.

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The group previously consisted of six Maintenance Technicians, which reported to a Maintenance Supervisor (Pay Grade 6). The former Maintenance Supervisor has been reassigned and we now have four Maintenance Technicians of varying grades.

By comparison, the Instrumentation and Control group (which remained under Treatment Operations) consists of four Maintenance Technicians of varying grades, which report to the Instrumentation and Controls Manager (Pay Grade 7).

In order to bring these two groups into more equality and allow for pursuing well qualified applicants, Staff proposes to reclassify the former Maintenance Supervisor (Pay Grade 6) to a Facility Maintenance Manager (Pay Grade 7). Staff has developed a proposed Job Description for the upgraded position.

Staff recommends the Board authorize the reclassification of the former Maintenance Supervisor position (Pay Grade 6) to a Facility Maintenance Manager position (Pay Grade 7).

Mr. Egeli asked if the reclassification is intended to increase the level of supervision in order to avoid similar situations.

Mr. Martin stated the reclassification is intended for the purpose Mr. Egeli mentioned. Having a higher level and more qualified person who has more supervisory experience should make for a better situation.

Mr. Simmons moved, seconded by Mr. Egeli to authorize the reclassification of the former Maintenance Supervisor position (Pay Grade 6) to a Facility Maintenance Manager position (Pay Grade 7).

Vote was as follows:

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

Motion approved.

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BOARD COMMENTS

Mr. Shull wished all Augusta Water employees a Happy Thanksgiving.

Dr. Middleton reiterated the Board’s gratitude for the hard work given by Augusta Water employees.

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ADJOURNMENT

There being no further business, Mr. Shull moved, seconded by Mr. Almarode to adjourn the meeting at 2:43 p.m.

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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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Board Secretary

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Chairman