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Augusta Water

Regular Board Meeting, Thursday, November 20, 2025, at 1:30 p.m.

Field Operations Training Room

PRESENT: Andrew C. Middleton, Chairman, North River District
Garry R. Gordon, Vice Chairman, Middle River District
Matthew Egeli, Wayne District
Timothy Simmons, Pastures District
Phil Martin, Executive Director
Brent Canterbury, Treasurer
Jean Marshall, Board Secretary

ABSENT: Harvey Almarode, South River District
Allen Dahl, Beverley Manor District
Michael L. Shull, Riverheads District

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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

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

Vote was as follows:

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

Motion approved.

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APPROVAL OF MINUTES

Mr. Gordon moved, seconded by Mr. Egeli to approve the Minutes of the Regular Board Meeting of October 16, 2025, which were sent to the members prior to this meeting.

Vote was as follows:

Yeas:	Middleton, Gordon, Egeli, 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

Mr. Martin brought to the attention of the Board members the Workforce Status Update in the Highlights, noting the increase of employees who currently hold various licenses.

Mr. Martin stated the Consumer Price Index and the Producer Price Index have not been released by the Bureau of Labor Statistics due to the recent government shut-down.

There were no questions or comments by the Board members regarding the Highlights.

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PROGRESS REPORT

The October Progress Report was included in the Board packets and was reviewed with the Board. There were no questions or comments by the Board members.

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RESOLUTION COMMERATING SERVICE OF SALLIE TRIMBLE

Mr. Martin presented Sallie Trimble with a plaque and the following Resolution in recognition of her 28 years of service with Augusta Water:

RESOLUTION

WHEREAS, Sallie Trimble has faithfully served as a loyal and dedicated employee of Augusta Water (formerly the Augusta County Service Authority) from August 1997 through November 2025;

WHEREAS, Sallie Trimble began her career on August 11, 1997 as an Office Clerk, and advanced to a Senior Office Technician;

WHEREAS, Sallie Trimble, during her career, has also held the position of Assistant Secretary of the Board, and when called upon, has assumed the full responsibilities of the Board Secretary on multiple occasions;

WHEREAS, Sallie Trimble has performed her duties and responsibilities in an exemplary manner striving to enhance Augusta Water, thereby benefiting its rate-payers, the citizens of Augusta County and this Board;

WHEREAS, Sallie Trimble has earned the respect and admiration of her co-workers; and

WHEREAS, Augusta Water has greatly benefited from the loyalty and devotion of Sallie Trimble and desires to give due recognition to her for her dedicated service;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Augusta Water, Sallie Trimble be recognized and commended for her 28 years of service; and

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BE IF FURTHER RESOLVED, that the Secretary of the Board be instructed to incorporate this Resolution into the official Minutes of this Board and a copy of this Resolution be presented to Sallie Trimble.

Signed:

Dr. Andrew C. Middle Middleton, Chairman
Augusta Water Board of Directors

Signed this 20th day of November, 2025

The Board members commended and thanked Sallie for her years of service to Augusta Water.

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COMMITTEE REPORTS

Personnel Committee

Mr. Egeli reported the Personnel Committee met with Mr. Martin and Mrs. Runkle, Director of Human Resources on October 13, 2025 to consider an employee Christmas bonus and the 2026 Holiday Schedule.

A. EMPLOYEE BONUS

The Personnel Committee recommended to award a \$1,500 Christmas bonus to all full-time employees, including the Executive Director, who are employed as of November 30, 2025 and who have not received a written reprimand, or anything more severe, since December 1, 2024.

All part-time employees who are employed as of November 30, 2025, who have worked at least 1,040 hours between December 1, 2024 and November 30, 2025, and who have not received a written reprimand, or anything more severe, since December 1, 2024 will receive a \$1,500 bonus.

All part-time employees who are employed as of November 30, 2025, who have worked less than 1,040 hours between December 1, 2024 and November 30, 2025, and who have not received a written reprimand, or anything more severe, since December 1, 2024 will receive a \$750 bonus.

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:

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

Motion approved.

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B. APPROVAL OF THE 2026 AUGUSTA WATER HOLIDAY SCHEDULE

Mr. Egeli reported the Personnel Committee recommends the following to be the 2026 Augusta Water holiday schedule.

Floating Holiday	Available January 1, 2026
New Year's Day	Thursday, January 1, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
Good Friday	Friday, April 3, 2026
Floating Holiday	Available May 1, 2026
Memorial Day	Monday, May 25, 2026
Independence Day (Observed)	Friday, July 3, 2026
Floating Holiday	Available September 1, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday November 26, 2026
Day After Thanksgiving Day	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

This Personnel Committee report constitutes a motion and a second to the full Board for approval.

There was no discussion by the Board members.

Vote was as follows:

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

Motion approved.

Legal Committee

Mr. Egeli reported members of the Legal Committee met with the Executive Director separately on November 4th and 13th to discuss the most proper wording for Augusta Water documents and a 2013 Letter of Agreement with Augusta County Fire – Rescue.

The Legal Committee recommends the following pertaining to wording used in Augusta Water documents:

1. For existing documents that are not being revised for other reasons, no changes will be made pertaining to the word “shall”.
2. For existing documents that are being updated or revised for reasons other than covered here (including editable, standard, form documents such as EJCDC Specifications) the following statement will be added at the beginning of the document and each major division: In this document, the term “shall” means mandatory action or requirement.
3. For newly created documents Staff will use the terms “must” or “will” to indicate a mandatory action or requirement.

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4. For documents created by other organizations (including, but not limited to regulatory permits and agreements created by another governing authority) Staff will defer to the document's author and their wording choices, on a case-by-case basis.

This Legal Committee report constitutes a motion and a second to the full Board for approval.

There was no discussion by the Board members.

Vote was as follows:

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

Motion approved.

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CLOSED SESSION

Mr. Gordon moved, seconded by Mr. Simmons to convene in Closed Session pursuant to Virginia Code §2.2-3711(A)(8), to discuss advice from legal counsel retained by Augusta Water regarding a 2013 Letter of Agreement between the Augusta County Service Authority and Augusta County Fire-Rescue.

Vote was as follows:

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

Motion approved.

Mr. Gordon moved, seconded by Mr. Simmons to come out of Closed Session.

Vote was as follows:

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

Motion approved.

Board members were requested to certify only matters pursuant to Virginia Code §2.2-3711(A)(8) were heard, discussed or considered. Members certifying were Middleton, Gordon, Egeli, and Simmons.

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BID AWARD – FY-26 SEWER COLLECTION SYSTEM REHABILITATION

Mr. Martin stated, Invitation for Bid (ITB) number 2601 was issued on September 29, 2025, requesting sealed bids for trenchless pipe rehabilitation of 9,799.4 linear feet of sanitary sewer line, ranging in size from 8" diameter to 15" diameter, by cured in place pipe. The ITB also including 544.6 vertical feet of manhole rehabilitation and 103 lateral reinstatements. The ITB covered lines and manholes in Fishersville, Mount Sidney, Stuarts Draft and Verona.

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One Addendum was issued on October 22, 2025 addressing questions raised by bidders.

Bids were opened on October 30, 2025. Of the six bids received, one (from Inliner Solutions, LLC) did not acknowledge the Addendum and was deemed “unresponsive”. Vortex Services, LLC offered the lowest total cost at \$778,217.60. All bids exceed the budgeted amount of \$750,000.

The scope of the project was determined by inspecting lines in the area and scoring defects by the National Association of Sewer Service Companies (NASSCO) standardized system, then including any pipe segments scoring above a specified defect value.

When groundwater or surface water find their way into sanitary sewer lines, it increases the amount of flow and thereby the cost to pump and to treat the sewage. Lining of sewer mains creates water-tight lines and reduces those costs.

Staff recommends the Board award the bid for the Sewer Collection System Rehabilitation to Vortex Services, LLC in the amount of \$778,217.60. Additional funding above the \$750,000 budgeted would be supplied from available Reserve Funds.

After a brief discussion, Mr. Egeli moved, seconded by Mr. Gordon to award the bid to Vortex Services, LLC as presented above, with any additional funding above the \$750,000 budgeted being supplied from available Reserve Funds.

Vote was as follows:

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

Motion approved.

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AMENDING JULY, 2025 BOARD MEETING MINUTES

The Minutes from the July, 2025 Augusta Water Board of Director’s Meeting included a reference near the bottom of page 133 to Mr. Homer Bauserman, III. Unfortunately, Mr. Bauserman’s last name was misspelled as *Bosserman*. This error was not detected until just before the October 16, 2025 Augusta Water Board Meeting.

The Board Secretary has researched the proper action to correct this error and has consulted with the Executive Director on her findings.

Augusta Water conducts meetings in accordance with their own Rules of Order, and may approve duly made and seconded motions by a majority vote.

Staff recommends the Board direct the Augusta Water Board Secretary to amend the July, 2025 Board Meeting Minutes to correct the spelling on Mr. Bauserman’s last name. We also recommend the originally adopted July, 2025 Minutes remain in the record, but that the Board Secretary will place a notation in the margin of those Minutes referring to this Meeting and the amendment of those Minutes.

There being no discussion by the Board members, Mr. Egeli moved, seconded by Mr. Gordon to direct the Augusta Water Board Secretary to amend the July, 2025 Board Meeting Minutes to correct the spelling of Mr. Bauserman’s last name and to recommend the originally adopted July, 2025 Minutes remain in the record, with the Board Secretary placing a notation in the margin of those Minutes referring to this Meeting and the amendment of those Minutes.

Vote was as follows:

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

Motion approved.

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DELETION OF OPPM SECTIONS 18.2 AND 18.3

Mr. Martin explained, Staff has become aware of two sections of Augusta Water’s Operating Policies and Procedures Manual (OPPM) needing to be deleted.

OPPM Policy 18.2 – Rules and Regulations for Meters Serving Underground Irrigation Systems Service shows a last Effective Date of December 1994. This policy offered an irrigation meter at a reduced rate – no availability fee is required by this policy:

- 5/8" meter with split tap installed simultaneously with connection serving the home/business: 50% of the hook-up fee for 5/8" water connection.
- 5/8" meter with split tap installed for an existing connection: 70% of the hook-up fee for 5/8" water connection.

When OPPM Policy 5.1 – Water and/or Sewer Connections was revised (reportedly 2014) an “Additional Water Only Service” (part 13 of the policy) was added for “irrigation, animal watering, landscaping, etc.” This addition was made in recognition of the impact that irrigation systems have on capital improvements. With this addition, 5.1 and 18.2 now have conflicting ways of acquiring a meter for irrigation purposes. Furthermore, Policy 18.2 included additional requirements for the account set up that are no longer utilized.

OPPM Policy 18.3 – Underground Irrigation Account Procedures specifies procedures used in conjunction with services under OPPM Policy 18.2, so OPPM Policy 18.3 is no longer needed when 18.2 is eliminated.

Staff recommends the Board authorize staff to delete Policies 18.2 and 18.3 from Augusta Water’s OPPM.

There being no discussion by the Board members, Mr. Simmons moved, seconded by Mr. Egeli to delete Policies 18.2 and 18.3 from the Augusta Water OPPM.

Vote was as follows:

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

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Motion approved.

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BILL ADJUSTMENT – PILOT TRAVEL CENTER LLC

Mr. Martin explained, on September 26, 2025 Pilot Travel Center LLC (located in the Riverheads District at 3541 Lee Jackson Highway – Account #25473-23210) requested a water and sewer adjustment for an underground leak that had occurred. The affected bills were mailed on May 19, 2025 and July 21, 2025 for a total of \$52,050.22 (2.828 million gallons).

Per Augusta Water OPPM Policy 5.4, for underground leaks that have been repaired, Augusta Water may grant an adjustment in cases where water usage is at least double the customer's average water consumption. Per Augusta Water OPPM Policy 5.5, if a customer has an underground leak, a leak in a crawl space, or a similar area where it can be reasonably assured that the water from the leak did not enter the sewer system, the customer may be eligible to receive a sewer adjustment of 100% of the difference between the actual sewer usage and their average bi-monthly usage. Their average consumption is 614,000 gallons. These adjustments will result in a 212,000-gallon credit to their water account and a 2,162,000-gallon credit to their sewer account. As a result of these adjustments, the revised bills would be \$28,419.36.

The overall adjustment is \$23,630.86 and policy requires approval from the Board prior to adjusting a customer's account for more than \$5,000.

Staff recommends the Board approve the adjustment to the customer's account as outlined above.

There being no discussion by the Board members, Mr. Egeli moved, seconded by Mr. Gordon to approve the bill adjustment as presented above.

Vote was as follows:

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

Motion approved.

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BOARD COMMENTS

There were no comments from the Board members.

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ADJOURNMENT

There being no further business, Mr. Gordon moved, seconded by Mr. Simmons to adjourn the meeting at 2:50 p.m.

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Vote was as follows:

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

Motion approved.

Board Secretary

Chairman