



# MEMORANDUM

**To:** Board of Directors  
**From:** Gary W. Fern, P.E., Executive Director  
**Date:** January 14, 2010  
**Re:** Oak Hill Phase 1 Sewer Project  
**cc:** James M. Bowling, IV

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The design of the Oak Hill Phase 1 Sewer Project, by Draper Aden Associates, has been completed. The next step is to prepare easements and plats for the project. Earlier in the Agenda, the ACSA staff is requesting an appropriation from the Board of Directors to proceed with this phase of the project.

The ACSA staff is proceeding with additional funding through the Community Development Block Grant (CDBG) Program. Funding for the CDBG Program is provided by the Department of Housing and Urban Development and is administered through the State, and County of Albemarle. Mr. Ron White of the County's Department of Housing has been assisting the ACSA through this process. On January 13, 2010, Mr. White conducted a Public Hearing, as required by the CDBG Program. This Public Hearing was conducted during the regularly scheduled Board of Supervisors Meeting. During the meeting, the Board of Supervisors authorized the advertising for a second Public Hearing, scheduled for March 10, 2010.

At the last Board Meeting, the Board of Directors approved the waiving of all connection fees for both low-to-moderate income (LMI) residents and non-LMI residents for the project. In addition, the Board included in its authorization, the design and installation of sewer laterals from the residences to the ACSA sewer main.

As a requirement of the CDBG Program, the ACSA staff has been collecting Income Surveys, which were distributed to the 57 residences included in the Oak Hill Phase 1 Sewer Project. Those residents which agree to connect to the wastewater system, as noted on the Income Survey, will be requested to sign User Agreements.

At the Board Meeting, we will provide the Board with the updated number of responses and discuss a schedule for the completion of the CDBG application required by March 5, 2010.

**Board Action**

No Board action is required at this time.

GWF/dbh

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