

**AMHERST COUNTY SERVICE AUTHORITY BOARD**

**MINUTES**

August 2, 2016  
ADMINISTRATION BUILDING - 153 WASHINGTON STREET - SCHOOL BOARD ROOM  
11:00 A.M.

**AGENDA**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
  - A. June 7, 2016
- IV. Presentation by Davenport & Company of the Annual ACSA Pro-Forma Cash Flow Update**
- V. Monthly Financial Report**
  - A. May 2016
  - B. June 2016
- VI. Merit Base Compensation Adjustments for Subordinate ACSA Employees (advisory only, no new funding necessary)**
- VII. Procedural instructions to annually request General Fund Contributions towards extending public sewer service into previously developed portions of Madison Heights**
- VIII. Matters from Members of the Service Authority Board**
- IX. Adjournment**

**MINUTES**

At a regular meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building on Tuesday, the 2<sup>nd</sup> day of August, 2016, at 11:00 a.m., the following members were present:

**SERVICE AUTHORITY BOARD:**

<p><b>PRESENT:</b></p> <p>John A. Marks, Jr., Chairman David W. Pugh, Jr., Vice-Chair Claudia D. Tucker, Supervisor L. J. Ayers, III, Supervisor Kenneth M. Campbell, Supervisor</p>	<p><b>ABSENT:</b> None</p>
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**BOOK 7**

STAFF PRESENT: Authority Secretary Dean C. Rodgers; Authority Deputy Secretary David R. Proffitt; Director of Public Utilities Dan E. French; Assistant Director Robert A. Hopkins; Operations and Maintenance Supervisor Glenn Micklem; and Executive Administrative Assistant Regina Rice

**I. Call to Order**

Chairman Marks called the meeting to order at 11:00 a.m.

**II. Approval of Agenda**

By motion of Chairman Marks and with the following vote, the Board amended the Agenda to allow Mr. Lonnie Taylor to speak to the Board as a citizen comment.

AYE: Mr. Marks, Mr. Pugh, Mrs. Tucker, Mr. Ayers and Mr. Campbell  
 NAY: None  
 ABSTAIN: None

Mr. Lonnie Taylor, Elon, Virginia requested the Board consider relocating a fire hydrant located on his property and asked the Board to consider that the hydrant be moved closer to Partridge Place.

Chairman Marks asked Mr. French for his comments. Mr. French explained the fire hydrant is actually located on State highway right-of-way and not on Mr. Taylor's property. Mr. French explained he has offered to relocate the fire hydrant for an approximate cost of \$2,000.

Chairman Marks recommended to the Board that Mr. French proceed and consult with Mr. Taylor regarding payment of relocating the fire hydrant and the procedure with the Virginia Department of Transportation should a VDOT permit be required.

**III. Approval of Minutes**

A. June 7, 2016

By motion of Supervisor Ayers and with the following vote, the Board approved the minutes for June 7, 2016.

AYE: Mr. Marks, Mr. Pugh, Mr. Ayers and Mr. Campbell  
 NAY: None  
 ABSTAIN: Mrs. Tucker

**IV. Presentation by Davenport & Company of the Annual ACSA Pro-Forma Cash Flow Update**

Mr. Roland Kooch of Davenport & Company presented an update to the annual ACSA Pro-Forma Cash Flow.

Mr. Kooch presented two alternative approaches:

Case No. 1 was selected by the Board last year, including annually making small rate adjustments, plus establishing and gradually increasing the wastewater Basic Service Fee; or

Case No. 2 provides an alternative of the same concept, except a slightly accelerated increase in the wastewater Basic Service Fee.

By motion of Chairman Marks and with the following vote, the Board instructed staff to prepare a draft advertisement and ordinance for adjustment of ACSA utility rates based on the Pro-Forma Cash Flow Update Case No.1.

**BOOK 7**

AYE: Mr. Marks, Mr. Pugh, Mrs. Tucker, Mr. Ayers and Mr. Campbell  
 NAY: None  
 ABSTAIN: None

**V. Monthly Financial Report**

A. May 2016

B. June 2016

There were no Board comments.

**VI. Merit Base Compensation Adjustments for Subordinate ACSA Employees (advisory only, no new funding necessary)**

Mr. French made the Board aware of this year's wage and compensation adjustments, which will not require new appropriations.

Mr. French explained the Service Authority is losing employees due to retirement, resignation and deaths. The junior operating staff is hampered by not giving them a cost of living and merit increase and Mr. French said he has lost two-thirds of his junior staff during the last three years.

Mr. French advised no Board action is needed since the planned adjustments are merit based as instructed by the Board. He asked the Board not to forget the organization's need for both merit and cost of living adjustments when the County prepares its FY18 budget.

Supervisor Tucker commented she appreciated what Mr. French has explained.

**VII. Procedural instructions to annually request General Fund Contributions towards extending public sewer service into previously developed portions of Madison Heights**

Mr. French provided the Board information regarding extension of public sewer service in areas of Madison Heights that were previously developed and are at a high risk of septic system failure.

There was a consensus that the County Administrator, County Attorney and Finance Director draft a resolution for the Board of Supervisors to consider the annual appropriation for Service Authority extensions.

**VIII. Matters from Members of the Service Authority Board**

Vice Chair Pugh had no matter to discuss.

Supervisor Tucker had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Supervisor Campbell had no matter to discuss

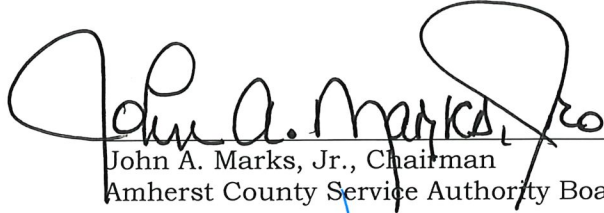
Chairman Marks asked Mr. French about the status of the Lee family property easements that are needed for the riverbank stabilization project. Mr. French reported that he is still in the process of obtaining the easements.

**IX. Adjournment**


**BOOK 7**

By motion of Supervisor Ayers and with the following vote, the Board moved to adjourn.

AYE: Mr. Marks, Mr. Pugh, Mrs. Tucker, Mr. Ayers and Mr. Campbell  
NAY: None  
ABSTAIN: None



John A. Marks, Jr., Chairman  
Amherst County Service Authority Board



Dean C. Rodgers, Secretary