



## AMHERST COUNTY SERVICE AUTHORITY BOARD

### MINUTES

#### A G E N D A

**June 6, 2017**

ADMINISTRATION BUILDING - 153 WASHINGTON STREET - PUBLIC MEETING ROOM  
11:00 A.M.

- I.    **Call to Order**
- II.   **Citizen Comment**
- III.   **Approval of Agenda**
- IV.   **Presentation of Brown Edwards draft 2016 ACSA Audit**
- V.    **Approval of Minutes**
  - A. May 2, 2017
- VI.   **Monthly Financial Report**
  - A. April 2017
- VII.   **2017 Annual Utilities Unit Price Construction Contract Award**
- VIII.   **Series 2012A Virginia Pooled Financing Program (VPFP) loan**
- IX.    **C.Y. 2017 Budget Appropriations for Merit-Based Compensation Adjustments for ACSA Staff**
- X.    **Cancellation of July 4, 2017 Amherst County Service Authority Board Meeting**
- XI.    **Matters from the Members of the Service Authority Board**
- XII.   **Adjournment**

### MINUTES

At a regular meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building on Tuesday, the 6<sup>th</sup> day of June, 2017, at 11:00 a.m., the following members were present:

#### SERVICE AUTHORITY BOARD:

PRESENT:	Claudia D. Tucker, Chair David W. Pugh, Jr., Vice-Chair L. J. Ayers, III, Supervisor Kenneth M. Campbell, Supervisor John A. Marks, Jr., Supervisor	ABSENT: None
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STAFF PRESENT:     Authority Secretary Dean C. Rodgers; Authority Deputy Secretary David R.

**BOOK 7**

Proffitt; Director of Public Utilities Dan E. French; Assistant Director of Public Utilities Robert A. Hopkins; and Executive Administrative Assistant Regina M. Rice

**I. Call to Order**

Chair Tucker called the Amherst Service Authority meeting to order at 11:00 a.m.

**II. Citizen Comment**

There was no public comment.

**III. Approval of Agenda**

By motion of Vice-Chair Pugh and with the following vote, the Board approved the June 6, 2017 Agenda for the Amherst County Service Authority.

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

**IV. Presentation of Brown Edwards draft 2016 ACSA Audit**

Ms. Susan Chapman of Brown Edwards presented to the Board the draft 2016 Amherst County Service Authority audit.

Ms. Chapman provided an overview of the audit. She advised this should be finalized in the next two weeks. Ms. Chapman asked the Board if they had specific questions to please contact her.

**V. Approval of Minutes**

A. May 2, 2017

By motion of Vice-Chair Pugh and with the following vote, the Board approved the Minutes for May 2, 2017 for the Amherst County Service Authority.

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

**VI. Monthly Financial Report**

A. April 2017

Assistant Director of Public Utilities Robert A. Hopkins presented to the Board the April 2017 Monthly Financial Report.

Mr. Hopkins reported on the following:

- Water sales - down about 5% compared to the last couple months, but up about 1.6% from the same time period last year. Total Water Dept. revenues down less than 1% vs. last year.
- Connections - down from last year (slow start to 2017 development)
- Sales volume - down about 11-1/2% from last year due to the continuing closure of Central Virginia Training Center and to cooler, wetter spring than normal (lack of normal water use).
- Waste water - down from same time last year due to corrections of the excessive rain and stormwater infiltration problems from Central Virginia Training Center
- Connections - down from last year (slow start to 2017 development)

**BOOK 7**

- Sales revenue from waste water - about equal to this time last year
- Waste/ Wastewater combined - down about 3% from last year

**VII. 2017 Annual Utilities Unit Price Construction Contract Award**

Assistant Director of Public Utilities Robert A. Hopkins addressed the Board regarding the construction contract award.

Mr. Hopkins advised that every five years ACSA advertises for bids for a unit price construction contract. It is necessary to have under contract a qualified contractor for emergency repairs, which will prevent a delay from bid procedures as well as reduce costs. The contractor will also be "on call" for small water or sewer projects authorized by ACSA.

By motion of Vice-Chair Pugh and with the following vote, the Board approved the Contract award as recommended by ACSA staff and direct staff to proceed with Contract execution.

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

**VIII. Series 2012A Virginia Pooled Financing Program (VPFP) loan**

Assistant Director of Public Utilities Robert A. Hopkins reported to the Board that ACSA has received a notice from VRA soliciting interest in refinancing.

Director of Public Utilities Dan E. French asked for the Board's direction to staff to contact bond counsel to proceed with refinancing a portion of ACSA's loans/bonds.

By motion of Supervisor Campbell and with the following vote, the Board directed staff and bond counsel to contact our financial advisors to confirm estimated savings for ACSA and to proceed with refinancing the loans/bonds.

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

**IX. C.Y. 2017 Budget Appropriations for Merit-Based Compensation Adjustments for ACSA Staff**

Assistant Director of Public Utilities Robert A. Hopkins addressed the Board and asked for approval of an appropriation for merit-based, two percent (2%) compensation adjustments for ACSA staff. Mr. Hopkins explained this appropriation would be self-sustaining.

By motion of Supervisor Ayers and with the following vote, the Board approved the requested appropriations to the ACSA CY2017 Budget to act as budget resources for Board-approved merit-based compensation adjustments.

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

**X. Cancellation of July 4, 2017 Amherst County Service Authority Board Meeting**

It was the Board's consensus to cancel the July 4, 2017 Amherst County Service Authority Board Meeting.

**BOOK 7**

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 ABSTAIN: None

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