

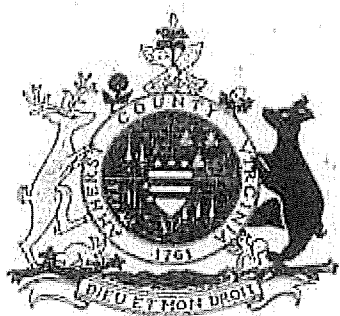
AMHERST COUNTY SERVICE AUTHORITY BOARD

A G E N D A

January 9, 2018

**ADMINISTRATION BUILDING - 153 WASHINGTON STREET - PUBLIC MEETING ROOM
4:00 PM**

- I. Call to Order**
- II. Citizen Comment**
- III. Amherst County Service Authority Reorganization for 2018**
 - A. Election of Authority Board Chair and Vice Chair
 - B. Board Appointment of Treasurer
 - C. Scheduling of Regular Monthly Meetings
 - D. Adoption of Rules of Procedure for 2018
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - A. November 7, 2017
- VI. Monthly Financial Report**
 - A. October & November 2017 Monthly Reports
- VII. Discussion**
 - A. 2017 Bad Debt Writeoffs
 - B. DEQ Wastewater Treatment Plant Regulations Changes
 - C. ACSA Orientation and State of the Utility
- VIII. Matters from the Members of the Service Authority Board**
- IX. Closed Session**
 - A. Closed session to consider acquisition of real property.
- X. Adjournment**



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: III.A.

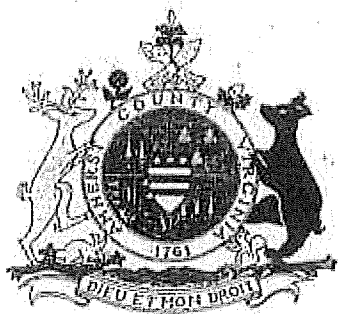
Topic: Election of Authority Board Chair and Vice Chair

Board Action: The Board is being asked to elect a Chair and Vice Chair for the Board for 2018.

Attachment: None

Summary: This is an annual Board task to be accomplished at its first meeting of the year.

Recommend: I move that the Board elect _____ to serve as Chair of this Board and _____ to serve as its Vice-Chair.



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: III.B.

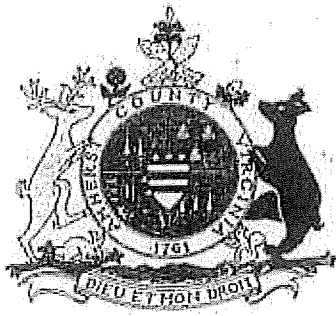
Topic: Board Appointment of Treasurer

Board Action: The Board is being asked to appoint a Treasurer for the Board for 2018.

Attachment: None

Summary: This is an annual Board task to be accomplished at the first Board meeting.

Recommend: I move that the Board appoint _____ to serve as its Treasurer.



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: III.C.

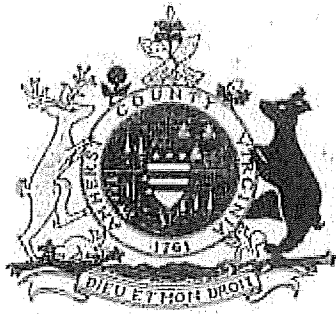
Topic: Scheduling of Regular Monthly Meetings

Board Action: The Board is being asked to set its schedule for regular monthly Board meetings in 2018.

Attachment: None

Summary: This is an annual Board task to be accomplished at its first meeting of the year.

Recommend: I move that the Board meet at 11am on the first Tuesday of each month in 2018 in this public meeting room.



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: III.D.

Topic: Adoption of Rules of Procedure for 2018

Board Action: The Board is being asked to adopt for 2018 revised Rules of Procedure for conducting Board meetings.

Attachment: 1. Amherst County Service Authority Board Rules of Procedure January 2018

Summary: This is an annual Board task to be accomplished at its first meeting of the year.

Recommend: I move that the Board adopt for 2018 the attached Rules of Procedure.

Amherst County Service Authority Board **Rules of Procedure**

January ~~2017~~2018

Preamble

These Rules of Procedure ("the Rules") are established for the convenience of the members of the Amherst County Service Authority Board ("the Board"). A violation of the Rules shall not affect the legality or enforceability of any action the Board takes.

The Rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of a majority of the Board.

The Board may adopt special rules of procedure to cover any situations that are not adequately addressed in the Rules. Adoption of a special rule of procedure shall require an affirmative vote of a majority of the Board.

SECTION ONE – MEETINGS

Section 1-1. Organizational Meeting

A. The first regular monthly meeting in January of each year of the Board shall be known as the organizational meeting. The Clerk of the Board shall preside during the organizational meeting pending the election of the Chair.

B. The terms of the office for the Chair and Vice Chair typically extend for one (1) year. The Board shall elect one of its members as Chair.

C. Following the election of the Chair, he or she shall preside during the Board's election of the Vice Chair.

D. Following the election of the Vice Chair, the Board shall:

1. Establish the dates, times, and places for regular meetings; and
2. Adopt its Rules of Procedure.

Section 1-2. Regular Meetings

A. Although the time and place of regular meetings of the Board shall be established at the organizational meeting, and may be changed by the Board as described in the Rules, it is the Board's usual practice to hold meetings in the public meeting room on the first floor of the Amherst County Administration Building on the first Tuesday of the month at 11:00 a.m.

The Board shall generally follow Robert's Rules of Procedure, 11th Edition, as modified for small boards, by the Code of Virginia, and by prevailing Amherst County Service Authority Board practice.

B. The Board may hold work sessions prior to or following a regular meeting, or on a separate date from a regular meeting. Work sessions are conducted informally; they typically do not require communication through leave of the Chair, and may be conducted in a roundtable format, with all involved parties seated at the table and participating in the discussion.

C. The Board may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems necessary. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 1-3. Special Meetings

A. The Board may hold such special meetings as it determines are necessary. Special meetings shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special meetings shall be held when called by the Chair or requested by two or more Board members. The call shall be made to the Clerk and shall specify the matters to be considered at the meeting. Upon receipt of such call, the Clerk, after consultation with the Chair, shall immediately notify each Board member and the County Attorney in writing, delivered in person or to a place of residence or business or, if so requested by a Board member, by electronic mail or facsimile. The notification shall request that the Board member and County Attorney attend such meeting at the time and place stated in the notice and shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present and all members agree to discuss or act on such additional item at the special meeting. Written notice of the special meeting may be waived if all members of the governing body attend the special meeting or sign a waiver.

C. Notice to the public and the media of any special meeting shall be given contemporaneously with the notice provided the Board members and the County Attorney.

Section 1-4. Cancelling, Rescheduling, Recessing, or Continuing Meetings

A. A regularly scheduled meeting may be cancelled or rescheduled in special circumstances, including in response to a state or locally declared state of emergency, or, if the change would not affect an advertised public hearing or a scheduled public presentation, for the convenience of the Board. If the Chair and Vice Chair both agree to any such change, the other Board members shall immediately be apprised of the desired change and the reason for the change. If a majority of the Board agrees to the change, the meeting shall be cancelled or rescheduled and the public and the media shall be notified promptly of the change.

B. If the number of attendees at a meeting of the Board is such that proceedings cannot be accommodated in the meeting space which was originally noticed, the Board may adjourn the meeting and move the meeting to a more appropriate space. In such circumstances, notice of the changed meeting space shall be posted prominently at the entry of the original meeting space and the adjourned meeting shall not be reconvened until at least thirty (30) minutes after the time of adjournment.

C. The Board may recess a regular meeting for the purpose of taking a temporary break in proceedings. When a recessed meeting is resumed, there are no opening proceedings and the Board shall resume business as if there had been no break.

D. If the Chair, or Vice Chair if the Chair is unable to act, finds and declares that weather or other condition is such that it is hazardous for members to attend the regular meeting, such meeting shall be continued to the next regularly scheduled meeting or to a date and time agreed to by a majority of the Board members, at the same place as the regular meeting or at another location agreed to by a majority of the Board members. Such declaration shall be communicated to all Board members, the public, and the media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 1-5. Participation in Meetings Through Electronic Communications

A. Any Board member who is unable to attend a regular or special meeting in person due to (i) an emergency or a personal matter, or (ii) a temporary or permanent disability or other medical condition, may participate in the meeting through electronic communication from a remote location that may not be open to the public, subject to the following:

1. A quorum of the Board is physically assembled at the central meeting location.
2. ~~The member has not participated from a remote location more than one other time during the same calendar year.~~
2. The member notifies the Chair or Vice Chair on or before the day of the meeting that he or she is unable to attend (i) due to an emergency or personal matter identified with specificity, or (ii) due to a temporary or permanent disability or other medical condition that prevents the member's physical appearance. A member shall participate in a remote meeting due to an emergency or personal matter at no more than two (2) meetings in each calendar year.
3. The Board records in its minutes the (i) specific nature of the emergency or personal matter or the fact of the disability or medical condition, and (ii) the remote location from which the member is participating.
4. The Board arranges for the voice of the absent member to be heard by all persons in attendance at the central meeting location.

B. The Board, by motion, shall vote to approve or disapprove the Board member's remote electronic participation. If the absent member's remote participation is disapproved because such participation would violate this Section 1-5, such disapproval shall be recorded in the Board's minutes.

SECTION TWO – ROLE OF OFFICERS AND APPOINTED STAFF

Section 2-1. Chair and Vice Chair

A. The Chair presides at all Board meetings at which he or she is present, serves in all capacities to which he or she is named by the Board, and otherwise discharges the customary responsibilities of the office, such as advising the Director of Public Utilities on the preparation of the agenda and the scheduling of public hearings.

The Chair shall preserve order and decorum at all meetings and public hearings and shall decide questions of order, including whether a given motion is in order or germane to the subject under discussion, without debate, except that he or she may permit a member to explain his or her point or allow other Board members to be heard by way of explanation. If the Chair is in doubt

as to how to rule on an important point, he or she can put it to a vote of the Board. Rulings of the Chair may be appealed by any two (2) members.

When a Board member wishes to speak, he or she shall ask recognition by saying, "Mr. Chair" or "Madam Chair". When two or more members seek recognition at the same time, the Chair shall decide who addressed the Chair first, and the order of recognition for the other Board member or members shall be duly observed.

B. The Vice Chair shall preside at all meetings at which the Chair is absent, and may discharge any other duties of the Chair during the Chair's absence.

C. Whenever both the Chair and Vice Chair are absent from a Board meeting, the Board members present shall elect one of their number to serve as a temporary Chair.

D. Not later than February 1 of each year, the Chair shall consult with the other Board members and coordinate preparation of an evaluation of the professional performance of the Director of Public Utilities ("the Director") and future goals for the Service Authority. Not later than April 1 of each year, the Chair shall meet with the Director to discuss the evaluation and implementation of the goals.

Section 2-2. Clerk

The County Administrator shall serve as the Board Clerk ("the Clerk"). The Clerk shall attest resolutions and ordinances signed by the Chair, and shall prepare and circulate minutes of Board meetings.

Section 2-3. County Attorney

The County Attorney shall serve as the parliamentarian for the purpose of interpreting these Rules of Procedure, as may be directed by the Chair or as required as a result of a point of order raised by one or more Board members. The County Attorney also shall provide any necessary interpretations of the Code of Virginia (1950), as amended, or of any federal or local laws or regulations.

SECTION THREE – AGENDA AND ORDER OF BUSINESS

Section 3-1. Preparation and Delivery of Agenda

The Director shall prepare the agenda of each regular and special meeting of the Board and shall ensure that all relevant documents are associated with the agenda. The complete agenda package shall be delivered to Board members at least four (4) business days preceding the Board meeting date. The Director shall make the agenda package available to the public and the press contemporaneously with its delivery to the Board. This may be accomplished by posting the agenda package on the Service Authority website and by making copies of the agenda package available in the office of the Director and the County Administrator.

Section 3-2. Amending the Agenda

As a general matter, the agenda shall not be amended after it has been released to the public. The Board may, by majority vote, agree to amend the agenda by adding, removing, or reorganizing items.

Section 3-3. Regular Order of Business

The regular order of business before the Board usually is as follows:

1. Call to Order
2. Citizen Comment
3. Approval of the Agenda
4. Approval of the Previous Meeting's Minutes
5. Public Hearings (as necessary)
6. Consent Agenda
7. Special Presentations
8. Presentation of the Monthly Financial Report
9. New Business
10. Matters from Members of the Service Authority Board
11. Closed Session (as necessary)
12. Adjournment

Section 3-4. Citizen Comment

A. Citizens wishing to speak during Citizen Comment shall place their names on a sheet provided by the Board prior to the start of the Board's meeting, or approach the podium when requested by the Chair.

B. Comments shall be addressed directly to the Chair and shall be limited in time to three (3) minutes. Strict enforcement of this time limit is in the sound discretion of the Chair. Comments may address the performance, conduct, and qualifications of public figures; however, comments shall not employ language which insults or demeans any person or which, when directed at a public official or employee, is not related to his or her official duties. There shall be no comment during Citizen Comment on a matter for which a public hearing is scheduled during the same meeting, or on a matter that has already been the subject of a previous public hearing where no final vote has been taken.

C. Any issue raised during Citizen Comment which the Board wishes to consider may be put on the agenda for a future Board meeting or work session by an affirmative majority vote. Board members may, with the consent of the Chair, pose questions to any citizen commenting before the Board; however, Board members shall not discuss issues raised in the course of Citizen Comment, except by agreement expressed in a majority vote.

D. Questions posed to the Board during Citizen Comment may be addressed by staff by consensus of the Board. Any questions that are not conclusively addressed by staff during Citizen Comment shall be treated as requests under the Virginia Freedom of Information Act.

Section 3-5. Public Hearings

A. A person wishing to speak at a public hearing shall adhere to the following:

- Speakers shall state their names and addresses publicly for the record, unless they are uncomfortable doing so; in that case, they may supply the information to the Clerk in writing before they speak.
- Speakers shall limit their comments in the interests of time as directed by the Chair.
- Speakers shall refrain from making any personal references or accusations.

- Speakers shall hand any written materials they wish the Board to consider to the Clerk for distribution to the Board.

B. Board members will not respond to public comments, though any issue raised by the public which the Board wishes to consider may, by affirmative majority vote, be put on the agenda for a future Board meeting or work session. When the Chair closes the public hearing, no further public comment shall be permitted; however, Board members may direct questions to staff or speakers.

C. All persons appearing at the public hearing shall refrain from behavior that disrupts the meeting.

D. Any public hearing attendee who violates these guidelines will be ruled out of order by the Chair and will be asked to leave the podium or the hearing room. A person who refuses to comply with the direction of the Chair may be expelled from the hearing room. Any person so expelled shall not be readmitted for the remainder of the hearing.

Section 3-6. Consent Agenda

A. The consent agenda shall consist of noncontroversial items that do not require extensive Board discussion, and may include, but are not limited to, the following:

1. Approval of minutes.
2. Routine resolutions.
3. Correspondence.
4. Announcements.
5. Appointments to boards or committees.

B. The consent agenda shall be introduced by a motion "to approve", and may be considered by the Board as a single item.

C. There may be a short discussion of consent agenda items to answer questions or clarify a matter.

D. Upon the request of a Board member, an item shall be removed from the Consent Agenda and shall be considered separately, immediately after adoption of the Consent Agenda.

Section 3-7. Special Presentations

Special presentations should be limited in time to ten (10) minutes, although the Board may, by affirmative majority vote, grant additional time for good cause shown. Any materials to be discussed in the course of the special presentation shall be supplied to the Director in time to ensure their inclusion in the agenda package.

Section 3-8. Closed Session

The Board is fully committed to maintaining open and transparent government. The Board also recognizes that the public interest may be served by confidentiality, including when necessary to protect the Service Authority's financial bargaining position while discussing the acquisition or disposition of public property, to protect the Service Authority's strategic position in litigation or other legal matters, or to promote frank communications connected to the selection

or evaluation of Board appointees. To balance the greatest openness in government with the corollary need to protect the public interest, the Board will adhere to the following procedures.

A. The Board shall go into closed session only when permissible pursuant to the Virginia Freedom of Information Act ("VFOIA"), Virginia Code §§ 2.2-3700 et seq. Any closed session shall be identified on the final published Board agenda. The Board may amend the agenda to add a closed session subject to approval by a vote of an affirmative majority of Board members. Any motion adding a closed session to the Board agenda shall be approved as to form by the County Attorney.

B. The Board shall not go into closed session until it has, by majority vote in open session, agreed to do so. The motion shall specifically state the purpose or purposes which are the subject of the closed session and shall reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption under the VFOIA which authorizes the closed session.

C. No resolution, ordinance, rule, contract, regulation, or motion considered in a closed session shall become effective until the Board reconvenes in open session and votes on the resolution, ordinance, rule, contract, regulation, or motion.

D. At the conclusion of a closed session, the Board shall reconvene in open session immediately thereafter and shall cast a vote certifying that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the VFOIA and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session. Any member who believes that there was a departure from the above requirements shall so state prior to the Chair's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place. In the event a Board member comes to believe after certification that non-exempt issues were discussed during the closed session, or that some other violation of the FOIA occurred, he or she shall communicate such belief to other members of the Board, the County Attorney, and the Director.

In either circumstance, the County Attorney shall supply an opinion as to whether a violation occurred. If the County Attorney opines that a violation has not occurred, the Chair shall announce that publicly. If the County Attorney opines that a violation has occurred, the Chair shall announce that opinion publicly, state the specifics of the violation, and describe the steps that will be taken in the future to avoid similar or related violations.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the closed session shall not affect the validity or confidentiality of those matters properly discussed in that closed session in accordance with the VFOIA.

F. The Board may permit non-members to attend a closed session if their presence would reasonably aid the Board in its consideration of an issue. All individuals attending a closed session should respect the Board's decision that the subject matter is too sensitive for public discussion and should treat the closed session discussion as confidential.

G. As public disclosure of information generated in closed session may hamper effective communication, all closed session participants shall maintain as confidential all information generated in closed session until such time as the Board, by majority vote, declares that confidentiality is no longer necessary or appropriate. The intentional disclosure by a Board member of the content of closed session discussions prior to such majority vote may subject him or her to fines or punishment pursuant to Virginia Code § 15.2-1400, in such amount or in such form as the Board may deem appropriate.

Section 3-9 Town Hall Meetings

A. The Board may, by majority vote designating a meeting as such, hold town hall meetings. The object of a town hall meeting is to encourage exchange of information and views between the Board, Service Authority staff, citizens, and stakeholders in a flexible setting under the control of the Chair.

B. In town hall meetings, the Board shall follow relaxed rules of procedure. Generally, town hall meetings shall be conducted in a similar manner to a public hearing. However, in a town hall meeting, the speaker, once recognized by the Chair, may engage in conversational back-and-forth with Board members and staff. Generally, such conversation should not extend beyond five (5) minutes, in the sound discretion of the Chair.

C. The Board may also hold a stakeholders town hall. In such a meeting, the Board invites members of the community with particular interest in a topic to engage in a roundtable discussion to exchange information and ideas with the Board, staff, and other stakeholders. The Board may, but need not, recognize uninvited persons to speak or participate in the discussion. Such discussion shall be moderated under the control of the Chair.

SECTION FOUR – BOARD ACTIONS

Section 4-1. Quorum

A. Virginia Code § 15.2-1415 requires that a quorum of the Board be present to conduct business. A quorum is a majority of the entire membership of the Board, which membership shall include any vacant seats. If a quorum is not present, the Board can only (i) take steps to obtain a quorum, (ii) recess, or (iii) adjourn.

B. If the Board lacks a quorum and chooses to adjourn, it may adjourn to such other time prior to the next regular meeting as the Board may determine. The Clerk shall note such adjournment in the Board minutes and shall notify absent members of the new meeting date and time in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Board from participating in an item of business, a majority of the remaining Board members shall constitute a quorum.

Section 4-2. Regular Practices

A. ~~The~~ In general, the Board shall not act on any matter solely or predominantly affecting a district in the absence of the Board member for that district, except that the Board may act where the absence results from the resignation, death, or disability of that Board member.

B. The Board may choose, by affirmative majority vote, to delay consideration of any matter where materials associated with the matter are delivered to the Board on the day the Board meets.

C. No Board member shall issue a communication purporting to represent to another person or to the public the Board's position on an issue, or making a request on the Board's behalf, until the Board has voted to approve the issue or request.

D. Where the Board is considering approval or endorsement of a study or report, the resolution providing for endorsement or approval shall be presented for consideration at a meeting subsequent to presentation of the study or report.

Section 4-3. Taking Formal Action

A. The Board may act by consensus, motion, resolution, or ordinance, as follows:

1. The Board may act by consensus, without voting, where the desired action is clear and no Board member expresses opposition to the action.
2. The Board may act by motion where the desired action may require some direction to staff or one or more Board members oppose the action.
3. The Board may act by resolution where the basis for the Board's decision requires explanation, the directions to staff are more complex, or one or more Board members oppose the action.
4. The Board shall act by ordinance to amend County Code or as otherwise required by law.

B. A tie vote means that a motion, ordinance, or resolution has been rejected and the "nay" votes prevail.

C. The Board may take a voice vote on any matter. If the results of that vote are unclear, any member may request a roll call vote.

Section 4-4. Motions

A. General.

1. Motions are either substantive or procedural.
2. Any member of the Board, including the Chair, may make a motion. It is not necessary that a motion be seconded in order to be considered.
3. The Board may discuss a matter prior to a member making a motion. Once a motion is made, the Board shall discuss the merits of the motion before voting on it. To do this, the Chair shall restate the motion and request the Board's debate of it. In the course of debate, the maker of the motion is entitled to speak first and a member who has not spoken on the issue shall be recognized before someone who has already spoken. The Chair may participate in the debate prior to declaring the matter ready for a vote.

B. Substantive Motions.

Substantive motions go to the merits of Board action on a business matter before it, such as a motion to approve a resolution or adopt an ordinance, to appoint a person to a board or committee, or to approve an appropriation.

C. Procedural Motions.

Procedural motions act on a substantive motion by amending it or delaying its consideration. Procedural motions are in order while a substantive motion is pending and at other

times, except as otherwise noted. Except as otherwise indicated, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption.

1. Motion To Adjourn. At a meeting of the Board, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
2. To Take a Recess. This motion allows the Board to pause briefly in its proceedings. A motion to take a recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending
3. To Defer Consideration. The Board may defer action on a substantive motion to a more convenient time. The Board may use the following motions to defer consideration of a substantive motion:
 - (a) The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the Board for discussion.
 - (b) The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely, an affirmative vote of a majority of the Board is necessary to bring it back for further discussion.
4. To Amend. Any Board member may offer a motion to amend a substantive motion, and such amendment shall be effective upon affirmative majority vote of the Board. The member making the original motion need not approve the proposed amendment. An amendment to a motion shall be pertinent to the subject matter of the motion and shall not be used to nullify the intent of the original motion. A motion may be amended no more than twice.
5. Withdrawal of Motion. A motion may be withdrawn by the Board member who offers it at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.
6. Motion to Reconsider. The Board may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Board and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion, any Board member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes.

Section 4-5. Resolutions

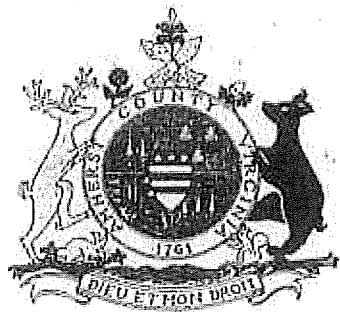
A. The County Attorney shall approve as to form all resolutions, excepting commemorative resolutions that the County Attorney has not drafted, that are placed before the Board for adoption. The Clerk shall approve as to form commemorative resolutions that are not drafted by the County Attorney.

B. Board members may request that the County Attorney prepare a written resolution prior to discussion by the Board of the issues addressed in the resolution; however, any such resolution shall not be numbered and shall not, absent pressing circumstances acknowledged by a majority of the Board members, be adopted on the day first presented.

Section 4-6. Ordinances

A. The County Attorney shall approve as to form and legality all ordinances prior to their being placed before the Board for consideration.

B. After review by the Board, approved ordinances shall undergo a first read before the Amherst County Service Authority Board at that body's first meeting of the month of introduction, and, if the Board so directs, shall be heard at a public hearing at the second meeting of the month of introduction. The may, by majority vote, consider an ordinance for adoption subsequent to a public hearing without its having first undergone a first reading.



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: V.A.

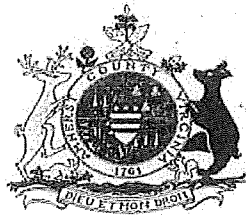
Topic: November 7, 2017

Board Action: The Board is being asked to approve the November 7, 2017 meeting minutes.

Attachment: 1. Minutes - November 7, 2017

Summary: This is an official record of the Service Authority Board meeting.

Recommend: I move that the Board adopt the minutes of November 7, 2017 as presented.



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

AGENDA
November 7, 2017

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
11:00 A.M.

- I. **Call to Order**
- II. **Approval of Agenda**
- III. **Citizen Comment**
- IV. **Approval of Minutes**
 - A. October 3, 2017
- V. **Monthly Financial Report**
 - A. September Monthly Financial Report
- VI. **New Business**
 - A. Pollinator Strip Buffers
 - B. Calendar Year 2018 Budget
- VII. **Matters from the Members of the Service Authority Board**
- VIII. **Adjournment**

MINUTES

At a Regular Meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building thereof on Tuesday, the 7th day of November, 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

STAFF PRESENT: Authority Secretary Dean C. Rodgers; Authority Deputy Secretary David R. Proffitt; Director of Public Utilities Robert A. Hopkins; Interim County Attorney Michael W. S. Lockaby; and Executive Administrative Assistant Regina M. Rice

I. Call to Order

Chair Tucker called the Amherst Service Authority meeting to order at 11:02 a.m.

II. Approval of Agenda

By motion of Supervisor Ayers and with the following vote, the Board approved the Agenda for October 3, 2017.

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

III. Citizen Comment

There was no public comment.

IV. Approval of Minutes

A. October 3, 2017

By motion of Vice-Chair Pugh and with the following vote, the Board approved the Minutes for October 3, 2017.

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

V. Monthly Financial Report

A. September - Monthly Financial Report

Public Utilities Director Hopkins provided the Board with an overview of the September 2017 monthly financial report. In brief, Mr. Hopkins provided the following comparison of 2017 year-to-date figures to relative 2016 year-to-date figures:

Water sales	+ 1.6%	
Total water revenues	- 0.4%	*
Wastewater sales	+13.2%	
Total wastewater revs.	+ 7.8%	
Water & sewer sales	+ 4.6%	
Water & sewer revenues	+ 2.0%	

Total revenues + 2.1% **

* Due to low rate of 2017 development, resulting in \$54,256 less in water tapping fees. With 2016 development, water revenues would be +1.9%.

** 75% of the way thru 2017, total revenues are 79.2% of \$4,427,569 budget, which included a projected reduction in water/wastewater revenues from the Central Virginia Training Center phased shutdown.

VI. New Business

A. Pollinator Strip Buffers

Public Utilities Director Hopkins requested that the Board approve use of ACSA funding for a new Best Management Practice for the Amherst County Tree Program: pollinator strip buffers. This addition would encourage landowners to participate in the program by promoting habitat for pollinating insects and birds, as well as enhancing water quality protection. Anne Marie Roberts, Amherst Watershed Coordinator with the Robert E. Lee Soil & Water Conservation District, has submitted a request to fund the addition within the current ACSA local cost-sharing incentive contribution (no additional ACSA contribution to the program).

By motion of Supervisor Marks and with the following vote, the Board approved the addition of "pollinator strip buffers" to the list of eligible practices that can be funded using ASCA's annual local Best Management Practices cost-share incentive contribution.

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

B. Calendar Year 2018 Budget

Public Utilities Director Hopkins presented the proposed Calendar Year 2018 ACSA Budget.

The Board had several questions regarding the impact on the Service Authority with the closing of the Central Virginia Training Center and the water and wastewater revenues projections of a 30% reduction for the next 3 years.

The Board also inquired about any upcoming projects that are proposed. Specifically, Supervisor Marks asked about the joint County-ACSA annual funding of sanitary sewer extensions into previously developed area. Mr. Hopkins replied that staff is working on planning and easements acquisition for the first such project, which is planned for 2018 in the area of Lakeview near the American Legion Hall.

Chair Tucker asked Mr. Hopkins to address the upgrades needed for the Phelps Road School project and asked if this was addressed in the ACSA's budget. Mr. Hopkins advised it was not addressed in the proposed ACSA 2018 budget, because of the project timeline (the upgrades and service connections would not be needed until 2019 at the earliest), but said he understood the County was taking care of the upgrades at a cost of \$400,000.

By motion of Supervisor Campbell and with the following vote, the Board adopted the ACSA Calendar Year 2018 Budget for implementation January 1, 2018.

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

VII. Matters from the Members of the Service Authority Board

Supervisor Marks had no matter to discuss.

Supervisor Campbell had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Vice-Chair Pugh had no matter to discuss.

Chair Tucker had no matter to discuss.

VIII. Adjournment

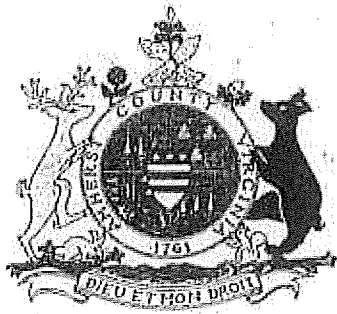
By motion of Supervisor Marks and with the following vote, the Board adjourned at 11:15 a.m.

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

Claudia D. Tucker, Chair
Amherst County Service Authority Board

Dean C. Rodgers, Secretary

DRAFT



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: VI.A.

Topic: October & November 2017 Monthly Reports

Board Action: The Board is receiving monthly financial reports for October and November, 2017.

Attachment:

1. October 2017 Monthly Financial Report
2. November, 2017 Monthly Report

Summary: October, 2017:
Water: Sales: YTD 10/2017 +0.61% vs. YTD 10/2016
* Would be higher but for less development in 2017 vs 2016
Total revenues: YTD 10/2017 -1.37% vs. YTD 10/2016
* Would be +1.0% (not counting additional water sales) with connection fees lost vs 2016 (see next line)
Connections: Down \$63,691 (-35.3%) from YTD 10/2016
Sales volume: Down.
* Recently had 5 consecutive days of less than 1 MG finished water pumped.....first time since 2002 drought
Summary: Hurt by lack of development & reduced water use
Wastewater: Sales: YTD 10/2017 +7.1% vs. YTD 10/2016
* Would be higher but for less development in 2017 vs 2016
Total revenues: YTD 10/2017 +3.7% vs. YTD 10/2016

* Would be +5.4% (not counting additional water sales) with connection fees lost vs 2016 (see next line)

Connections: Down \$18,880 (-23.1%) from YTD 10/2016

Summary: Hurt by lack of development & reduced water use

W & WW: Sales: YTD 10/2017 +2.3% vs YTD 10/2016

Revenues: YTD 10/2017 +0.07% vs. YTD 10/2016

Summary: Hurt by lack of development & reduced water use

Totals: YTD 10/2017 +0.15% vs. YTD 10/2016

* Would be +2.3% (not counting additional wastewater & water sales) with connection fees lost vs 2016

10/12 of \$4,427,569 budget = \$3,689,641

October 2017 Financial Report = \$3,831,293 (+3.84%)

November, 2017:

Water: Sales: YTD 11/2017 +0.17% vs. YTD 11/2016

* Would be +2.6% but for less development in 2017 vs 2016

Total revenues: YTD 11/2017 -1.7% vs. YTD 11/2016

* Would be +0.5% (not counting additional water sales) with connection fees lost vs 2016 (see next line)

Connections: Down \$63,691 (-34.5%) from YTD 11/2016

Sales volume: Down.

* Consistently less than 1 MG finished water pumped.

Summary: Hurt by lack of development & reduced water use

Wastewater: Sales: YTD 11/2017 +3.5% vs. YTD 11/2016

* Would be +6.0% but for less development in 2017 vs 2016

Total revenues: YTD 11/2017 +0.9% vs. YTD 10/2016

* Would be +2.8% (not counting additional water sales) with connection fees lost vs 2016 (see

next line)

Connections: Down \$22,410 (-26.2%) from YTD

10/2016

Summary: Hurt by lack of development & reduced

water use

W & WW:

Sales: YTD 11/2017 +1.0% vs YTD 11/2016

Revenues: YTD 11/2017 -0.9% vs. YTD 11/2016

Summary: Hurt by lack of development & reduced

water use

Totals:

YTD 11/2017 -0.9%% vs. YTD 11/2016

* Would be -0.3% (not counting additional

wastewater &

water sales) with connection

fees lost vs 2016

11/12 of \$4,427,569 budget = \$4,058,605

November 2017 Financial Report = \$4,109,199

(+1.3%)

Recommend: None. For information only.



AMHERST COUNTY SERVICE AUTHORITY

P. O. BOX 100

MADISON HEIGHTS, VA 24572-0100

PHONE (434) 845-1605

FAX (434) 845-1613

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I. REVENUE:

A. WATER DEPARTMENT:	<u>Oct-17</u>	<u>Y-T-D 2017</u>	<u>Y-T-D 2016</u>
Water Service	208,344.12	1,916,081.86	1,921,057.00
**Electronic Deposits	0.00	153,580.82	191,135.59
***Credit Card	39,217.99	338,084.45	280,954.02
Credit Conv. Fees	1,623.97	14,690.90	12,450.59
Bad Check Fees	106.12	1,404.11	1,338.28
Set up Fees	1,100.00	14,325.00	13,427.53
Transfer Fees	175.00	1,591.94	1,250.00
Penalties, Disc. & L.O.Fees	5,519.81	61,159.61	56,749.86
Fire Protection	1,656.00	17,808.00	17,888.62
Fire Protection Pn	0.00	81.30	181.55
Water Connections	2,570.00	35,980.00	56,705.00
Availability Charges	8,370.00	80,910.00	123,876.00
Antenna Site	4,134.12	22,737.66	18,645.47
Line Extension	0.00	0.00	4,505.00
Misc/WEL-Water Sold	347.04	17,594.19	12,930.65
Total Collected - OCT	<u>\$273,164.17</u>		
Total Collected - CFY		<u>\$2,676,029.84</u>	<u>\$2,713,095.16</u>
B. WASTEWATER DEPARTMENT			
Wastewater Service	39,975.07	490,087.47	529,457.01
**Electronic Deposits	0.00	355,938.65	264,263.53
***Credit Card	2,221.54	41,488.43	35,220.47
Wastewater Penalties	722.89	6,926.63	7,929.12
Wastewater Conn	1,400.00	13,311.98	25,400.00
Wastewater Availability	3,810.00	49,530.00	56,322.00
Wastewater Line Ext.	0.00	164,150.00	162,500.00
Misc:	0.00	0.00	506.23
Total Collected - OCT	<u>\$48,129.50</u>	<u>\$1,121,433.16</u>	
Total Collected & Dep. - CFY			<u>1,081,598.36</u>
C. DEPOSITS:			
Total Collected - OCT	810.00	15,770.00	17,511.00
***Credit Card	1,755.00	18,060.00	13,450.00
Total Collected - CFY	<u>\$2,565.00</u>	<u>\$33,830.00</u>	<u>\$30,961.00</u>
Total Collected & Dep - OCT	<u>\$323,858.67</u>		
Total Collected & Dep. - CFY		<u>\$3,831,293.00</u>	<u>\$3,825,654.52</u>

D. CUMULATIVE DEPOSITS:	<u>2017</u>	<u>2016</u>
Total Collected - OCTOBER	\$2,565.00	\$3,210.00
Total Paid	\$3,235.00	\$3,992.50
Total Deposit To Date	\$267,220.55	\$270,781.55
E. ACCOUNT TOTALS:		
WATER BUSINESS:		
New Business Water Accounts	0	0
New Previously Occupied Water Accounts	0	2
Business Water Accounts Closed	1	1
Business Water Connections Removed	0	0
Occupied Business Water Accounts	422	430
Total Business Water Accounts	533	523
RESIDENTIAL:		
New Residential Water Accounts	3	2
New Previously Occupied Water Accounts	38	39
Residential Water Accounts Closed	55	38
Residential Water Connections Removed	0	0
Occupied Residential Water Accounts	5,584	5,576
Total Residential Water Accounts	6,325	6,294
SEWER BUSINESS:		
New Business Sewer Accounts	0	0
New Previously Occupied Sewer Accounts	0	2
Business Sewer Accounts Closed	1	1
Business Sewer Connections Removed	0	0
Occupied Business Sewer Accounts	201	203
Total Business Sewer Accounts	249	249
RESIDENTIAL:		
New Residential Sewer Accounts	1	0
New Previously Occupied	11	7
Residential Sewer Accounts Closed	15	13
Residential Sewer Connections Removed	0	0
Occupied Residential Sewer Accounts	816	825
Total Residential Sewer Accounts	920	908
F. BILLING		
Water	\$214,185.09	\$213,332.13
Sewer	\$55,327.21	\$94,888.74
Fire Protection	\$1,812.00	\$1,812.00
Transfer Fees	\$100.00	\$200.00
Convenience Fees	\$1,655.61	\$1,258.96
Penalties	\$5,236.43	\$5,265.89
Disconnect Fees	\$2,000.00	\$1,450.00
Bad Checks	\$180.00	\$45.00
Lock Off Fees	\$0.00	\$45.00
Accounts Adjusted Off, Over 3 yrs old	\$0.00	\$0.00
G. CONSUMPTION - PRODUCTION:		
WA Consumption From Our Facs.	3,265,254	3,337,363
City Water Consumption	239,000	334,500
Wastewater Produced	1,231,058	1,093,497

**THESE PAYMENTS ARE ELECTRONICALLY DEPOSITED INTO THE AMHERST COUNTY SERVICE AUTHORITY ACCOUNT AND ARE NO LONGER COMING THROUGH THE ACSA OFFICE.

A. WATER DEPT - OCTOBER, 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Allied Security Systems		18.00
Appalachian Power	Filter Plant	37.52
Appalachian Power	Wright Shop Rd	12.22
Appalachian Power	Prices Store	12.04
Appalachian Power	Lyttleton Ln	12.50
Appalachian Power	Ebenezer Rd	15.52
Appalachian Power	Elon Rd	21.52
Appalachian Power	1355 Elon Rd	35.92
Appalachian Power	Faulconerville	484.53
Appalachian Power	Equipment Shed	10.89
Appalachian Power	Treatment plant	6,620.46
AT&T		81.65
AWWA		2,047.00
Blue Ridge Solvents		1,164.00
Boxley		642.22
Brenntag		5,089.60
C W Abbitt Jr & Sons		1,660.81
Carter Machinery		657.37
City of Lynchburg		5,066.80
Core & Main		25,949.84
Eurofins		780.00
Fisher Auto Parts		92.00
HACH		320.89
HAJOCA CORP		57.92
Healthworks		22.50
Hurt & Proffitt		1,230.00
Lowe's		143.16
Lumos		76.33
O'Reilly Auto Parts		29.97
Powell's Tire Service		124.00
Robert E. Lee Soil & Water		28,431.50
Saf-Gard		1,964.84
Scaleton		1,071.36
Tractor Supply Company		52.99
UPS		23.90
USA Bluebook		226.00
VA811.com		176.40
Verizon	Prices Store	48.91
Verizon	Faulconerville	70.86
Verizon	Ebenezer	64.96
Verizon	Filter Plant	245.15
Watts Petroleum Corp		1,394.46
Young Sealcoating Inc		3,800.00
		<u>\$90,088.51</u>
Collected in October		\$273,164.17
Less Bills		<u>-\$90,088.51</u>
Balance in October		\$183,075.66
Collected CFY		\$2,676,029.84
Less Bills		<u>-\$580,020.91</u>
Balance CFY		\$2,096,008.93

B. WASTEWATER DEPARTMENT - OCTOBER, 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Appalachian Power Co	Abbitts	27.05
Appalachian Power Co	Lift Station 3	17.28
Appalachian Power Co	Old Madison	21.33
Appalachian Power Co	Reichard	20.94
Appalachian Power Co	Amelon	16.61
Appalachian Power Co	Watts St	21.23
Appalachian Power Co	Dillard Rd	40.55
Appalachian Power Co	Westbriar	441.45
Appalachian Power Co	Williams Pump	614.29
Appalachian Power Co	Robinhood Pl	160.20
City Collector		19,500.00
Hurt & Proffitt		9,060.00
Lumos Networks		249.34
REI Consultants Inc		377.00
USA Bluebook		849.79
Verizon	Amelon	48.83
Verizon	Dillard Rd	48.91
		<u>\$31,514.80</u>
Collected In October		\$48,129.50
Less Bills		<u>-\$31,514.80</u>
Balance In October		\$16,614.70
Collected CFY		\$1,121,433.16
Less Bills		<u>-\$586,240.97</u>
Balance CFY		\$535,192.19

C. CUSTOMER ACCOUNTING & ADMINISTRATION - OCTOBER 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Appalachian Power Co	office	160.40
Comcast		333.03
Lynchburg Computer Systems		362.20
Quill		47.94
Reserve Account		26.46
Specialty Exterminating		38.00
Verizon	office	82.61
Verizon		91.59
TOTAL BILLS		<u>\$1,142.23</u>
Cocard credit card processing		59.90
Xpress Pay		<u>762.26</u>
TOTALS		<u>\$1,964.39</u>

	<u>2017</u>	<u>2016</u>
<u>E. Payroll - OCTOBER 2017</u>	\$81,536.48	\$84,874.42
<u>II. SUMMARY</u>		
Water Income	\$273,164.17	\$300,920.72
Wastewater Income	\$48,129.50	\$86,194.98
Subtotal I	\$321,293.67	\$387,115.70
Water Expense	(\$90,088.51)	(\$33,683.63)
Wastewater Expense	(\$31,514.80)	(\$136,332.24)
Subtotal II	\$199,690.36	\$217,099.83
Customer Accounting & Adm.	(\$1,142.23)	(\$18,549.53)
Cocard ,Slim Card & Xpress Pay	(\$822.16)	(\$742.73)
Payroll	(\$81,536.48)	(\$84,874.42)
Monthly Balance	\$116,189.49	\$112,933.15
<u>Year-To-Date Balance</u>	\$1,663,629.72	\$1,867,067.40

Actual Treasurer's Trial Balance figures will be lower, because of the debt service, insurance and VRS payments, which do not pass through the ACSA office.

October -17

Y-T-D Credit Card

CoCard Credit Processing	\$672.84
Xpress Pay	\$8,006.02

New Connection - October , 2017

<u>NAME</u>	<u>LOCATION</u>	<u>WA</u>	<u>SE</u>	<u>WA&SE</u>
CMH HOMES INC	Lot H Woodys Lake Rd			X
David Carmody	155 Juniper Farm Rd	X		
Ann Hills	469 S Five Forks Rd	X		

WRITTEN OFF SET OFF DEBT REPORT

\$.00 was collected from written off set-off debt.

LINE EXTENSION REQUESTS INTO PREVIOUS DEVELOPED AREAS REPORTS

There were no line extensions requested during October.

As Of 10/31/2017 Report To ACSA Board
HISTORIC & PROPOSED ACSA WATER & WASTEWATER UNIT APPROVALS

I. Approved Water & Sewer Unit List:

A. Residential (2012-2017):

	<u>Units</u>
1. Andrew Monroe Homestead Subdivision, Water, 2012	3
2. Wright Subdivision, Water, 2012	2
3. Riviera Townhomes, Sec. IV B, water & sewer, 2013	7
4. Stratford Place, Section 2A , water & sewer, 2014	8
5. Stratford Place, Section 2B , water & sewer, 2014	19
6. B. J. Drummond Subd., Stage Rd., water, 2015	1
7. Elon Forest, Willow Creek Way, water, 2017.....	9
SUBTOTAL A = 49 Water and 34 Sewer.	

B. Non-Residential Unit Equivalents: (2012 -2017)

	<u>Units</u>
1. Wilco/Hess reconstruction, water & sewer, 2012	1.4
2. Phelps Rd. Pl. Apts, water & sewer, 2012	22.0
3. Johnson Health Center, water & sewer, 2012	1.0
4. River's Edge Park, water & sewer, 2012	1.0
5. Commonwealth Dr., Parcel A, water & sewer, 2013	2.0
6. Relocated Subway, water & sewer, 2013	0.33
7. Expanded Hardees, water & sewer, 2013	0.17
8. Horizon Behavioral Health, group home, water, 2013.....	3.6
9. S&S Machines, water & sewer, 2013	1.0
10. Murphy Express Gas, new water, 2014	1.0
11. Monelison Family Physicians, Water & Sewer, 2015	1.4
12. Taco, Bell, water & sewer, 2015	3.6
13. Little Caesar's/Sprint, water & sewer, 2017	1.0
SUBTOTAL B = 39.5 Water and 36.0 Sewer	

TOTAL UNITS APPROVED, 2012-2016

<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
30.4 Water	14.1 Water	28 Water	6 Water	0 Water	10 Water
25.4 Sewer	10.5 Sewer	27 Sewer	5 Sewer	0 Sewer	1 Sewer

'12 - '16 5-YEAR AVE.

15.7 Water/yr.
 13.6 Sewer/yr.

II. 2014-2017 Proposed Residential & Commercial/Industrial Project Units, As of 10/31/17.

Many of these proposed projects are in their preliminary exploration stages. While most will likely become realities, some will not prove cost effective. Historically, approximately 66-75% of proposed projects have become realities.

1.	Peaksview Subd., Section 4A, water	8
	Status: Preliminary developer discussions with ACSA & Planning Dept., 9/14	
2.	Cedar Ridge Center & Subdivision, 17 ac., water & sewer (equivalent to)	133
	Status: Rear 16 ac. rezoned R-3 6/07. Prospective purchaser contact 2/15.	
3.	Elon Forest, Section 2B, River Rd., water	19
	Status: Preliminary Engineer contact 7/08 & 2/15.	
4.	Cherry Ln. Estates, 14 ac. water & sewer	32
	Status: Engineer contact 1/11. Owner (Rodney Hubbard) contact, 3/15.	
5.	Buddy Almond quadraplex, Main St. former house site, water & sewer	3
	Status: Property owner contact, 3/15.	
6.	Phelps Rd. Pl. II Apts., water & sewer	34
	Status: Developer contact, 4/15. Engineer contact, 5/15.	
7.	Jensen Apts., Rt. 163 & Williams Rd., water & sewer	8
	Status: Potential purchaser contact, 8/15.	
8.	Hardy/Walinski property, 114 ac. Possum Island Rd., water	15
	Status: Very preliminary contact by realtor, 10/15.	
9.	Subdivision of Lot 7 Amelon Square S.C., water & sewer	4
	Status: Surveyor initial contact, 9/16.	
10.	Biscuitville Restaurant (formerly Burger King), water & sewer	1
	Status: Developer contact, 7/17	
11.	Arrington Storage Subdivision, Amelon Rd/Dixie Airport Rd, water	3
	Status: DRC review, 6/17	
12.	Wright Rentals, 121 Williams Rd., water & sewer	8
	Status: Information phone calls from Developer & County EDA in early August	
13.	CESI Builders, TM 156-A-135, 27 acres, water	31
	Status: Information phone call from Developer 8/10	
14.	D.S. Zechini 1648 S. Coolwell Rd., water	1
	Status: Information phone call from Builder 8/19	
15.	Van Johnson, TM 122B-1-27, 0.47 ac., water	1
	Status: Information site visit with Developer 8/18	
16.	Linwood Allen, TM 123-A-38, water	18
	Status: Information phone call from developers, 9/12	
17.	Acres of VA, TM 136-A-34, water	2
	Status: Subdivision plat reviewed, 9/30	
18.	Clayton Homes, TM 124-A-111A, water	1
	Status: Information phone call from developer, 9/1	
19.	Waukeshaw Development, Phelps Road School, water & sewer	40
	Status: Concept plan approved w/ up to \$400k water/sewer assistance from County	
		(66%)
	TOTAL PROPOSED NEW WATER UNITS	(212.5 Units)
	TOTAL PROPOSED NEW SEWER UNITS	(147.2 Units)

CONCLUSION:

The purpose of this report is to compare both the approved public utility units of the past five years, plus the current year, and to provide a historical perspective vs. the numbers of public utility units currently being proposed. It is not possible for it to predict which projects will succeed, nor within what time frame that would occur. Yet, if only 66% of the proposed utility units should become reality the number of water units would be 174% higher than those approved in the previous five years. If 66% of the proposed sewer units are approved, this would be 152% higher than the prior years. Approval of 66% would ultimately result in a 3.5% increase in ACSA's water accounts and a 15.1% increase in sewer customers.



AMHERST COUNTY SERVICE AUTHORITY

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I. REVENUE:

A. WATER DEPARTMENT:	<u>Nov-17</u>	<u>Y-T-D 2017</u>	<u>Y-T-D 2016</u>
Water Service	169,567.91	2,085,649.77	2,094,413.62
**Electronic Deposits	0.00	153,580.82	202,425.75
***Credit Card	27,824.57	365,909.02	303,772.15
Credit Conv. Fees	1,260.56	15,951.46	13,550.69
Bad Check Fees	180.00	1,584.11	1,428.28
Set up Fees	1,175.00	15,500.00	14,727.53
Transfer Fees	105.19	1,697.13	1,455.71
Penalties, Disc. & L.O.Fees	5,026.88	66,186.49	61,049.29
Fire Protection	1,968.00	19,776.00	19,700.62
Fire Protection Pn	15.60	96.90	189.35
Water Connections	1,285.00	38,770.00	57,990.00
Availability Charges	2,790.00	82,195.00	126,666.00
Antenna Site	0.00	22,737.66	20,712.53
Line Extension	0.00	0.00	4,505.00
Misc-refund/scrap	2,085.68	19,679.87	15,240.65
Total Collected - Nov	<u>\$213,284.39</u>		
Total Collected - CFY		<u>\$2,889,314.23</u>	<u>\$2,937,827.17</u>
B. WASTEWATER DEPARTMENT			
Wastewater Service	55,379.27	545,466.74	582,285.41
**Electronic Deposits	0.00	355,938.65	294,395.36
***Credit Card	5,774.32	47,262.75	39,860.18
Wastewater Penalties	787.83	7,714.46	8,458.06
Wastewater Conn	0.00	13,311.98	25,400.00
Wastewater Availability	0.00	49,530.00	59,852.00
Wastewater Line Ext.	0.00	164,150.00	162,500.00
Misc:	0.00	0.00	506.23
Total Collected - Nov	<u>\$61,941.42</u>		
Total Collected & Dep. - CFY		<u>\$1,183,374.58</u>	<u>1,173,257.24</u>
C. DEPOSITS:			
Total Collected - Nov	1,465.00	17,235.00	18,796.00
***Credit Card	1,215.00	19,275.00	15,470.00
Total Collected - CFY	<u>\$2,680.00</u>	<u>\$36,510.00</u>	<u>\$34,266.00</u>
Total Collected & Dep - Nov	<u>\$277,905.81</u>		
Total Collected & Dep. - CFY		<u>\$4,109,198.81</u>	<u>\$4,145,350.41</u>

D. CUMULATIVE DEPOSITS:	<u>2017</u>	<u>2016</u>
Total Collected - NOVEMBER	\$2,680.00	\$3,305.00
Total Paid	\$2,810.75	\$7,968.41
Total Deposit To Date	\$267,089.80	\$266,118.14
E. ACCOUNT TOTALS:		
WATER BUSINESS:		
New Business Water Accounts	0	0
New Previously Occupied Water Accounts	1	4
Business Water Accounts Closed	4	2
Business Water Connections Removed	0	0
Occupied Business Water Accounts	423	431
Total Business Water Accounts	533	532
RESIDENTIAL:		
New Residential Water Accounts	1	0
New Previously Occupied Water Accounts	45	46
Residential Water Accounts Closed	55	54
Residential Water Connections Removed	0	0
Occupied Residential Water Accounts	5,574	5,568
Total Residential Water Accounts	6,326	6,294
SEWER BUSINESS:		
New Business Sewer Accounts	0	0
New Previously Occupied Sewer Accounts	1	4
Business Sewer Accounts Closed	2	1
Business Sewer Connections Removed	0	0
Occupied Business Sewer Accounts	201	204
Total Business Sewer Accounts	249	249
RESIDENTIAL:		
New Residential Sewer Accounts	0	1
New Previously Occupied	10	12
Residential Sewer Accounts Closed	2	4
Residential Sewer Connections Removed	0	0
Occupied Residential Sewer Accounts	824	833
Total Residential Sewer Accounts	920	908
F. BILLING		
Water	\$236,953.23	\$234,513.07
Sewer	\$65,972.10	\$55,872.49
Fire Protection	\$1,812.00	\$1,812.00
Transfer Fees	\$150.00	\$125.00
Convenience Fees	\$1,246.18	\$1,200.35
Penalties	\$6,008.33	\$5,910.84
Disconnect Fees	\$300.00	\$0.00
Bad Checks	\$315.00	\$180.00
Lock Off Fees	\$615.00	\$50.00
Accounts Adjusted Off, Over 3 yrs old	\$0.00	\$0.00
G. CONSUMPTION - PRODUCTION:		
WA Consumption From Our Facs.	3,461,400	3,725,899
City Water Consumption	198,500	292,000
Wastewater Produced	677,134	664,593

**THESE PAYMENTS ARE ELECTRONICALLY DEPOSITED INTO THE AMHERST COUNTY SERVICE AUTHORITY ACCOUNT AND ARE NO LONGER COMING THROUGH THE ACSA OFFICE.

A. WATER DEPT - NOVEMBER, 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Allied Security Systems		18.00
Appalachian Power	Filter Plant	37.96
Appalachian Power	Wright Shop Rd	12.22
Appalachian Power	Prices Store	12.22
Appalachian Power	Lyttleton Ln	19.62
Appalachian Power	Ebenezer Rd	15.60
Appalachian Power	Elon Rd	36.32
Appalachian Power	1355 Elon Rd	40.67
Appalachian Power	Faulconerville	525.07
Appalachian Power	Equipment Shed	83.99
Appalachian Power	Treatment Plant	6,611.74
AT&T		162.95
Amherst County Supervisors	3qtr comp	5,535.29
Boxley Materials		957.98
City of Lynchburg	utility	9,275.00
Eurofins Eaton Analytical		390.00
Eurofins Eaton Analytical		390.00
Farm Service Company		5.94
Ferguson Enterprises Inc		110.06
Hach Company		249.48
Hawkins-Graves Inc		1,262.14
Hawkins-Graves Inc		12.35
Hawkins-Graves Inc		38.72
James C. May & Assoc		2,800.00
James River Companies LLC		22.00
Lowe's of Mad Hts		28.48
Lowe's of Mad Hts		259.05
Lumos Networks	utility	36.11
Southern Air		356.46
Southern Air		1,829.85
Tractor Supply		231.96
Tractor Supply		1,362.64
U.S. Geological Survey		3,850.00
Verizon	Faulconerville	75.50
		<hr/> \$36,655.37
Collected In November		\$213,284.39
Less Bills		<hr/> -\$36,655.37
Balance In November		\$176,629.02
Collected CFY		\$2,889,314.23
Less Bills		<hr/> -\$616,676.28
Balance CFY		\$2,272,637.95

B. WASTEWATER DEPARTMENT - NOVEMBER, 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Appalachian Power Co	Abbitts	29.91
Appalachian Power Co	Amelon Comm	17.16
Appalachian Power Co	Lighthouse	18.02
Appalachian Power Co	Old Madison	22.13
Appalachian Power Co	Reichard	23.14
Appalachian Power Co	Watts St	22.88
Appalachian Power Co	Dillard Rd	26.01
Appalachian Power Co	Westbriar	468.66
Appalachian Power Co	Williams Pump	449.46
Appalachian Power Co	Robinhood Pl	192.11
City Collector	utility	19,500.00
Hurt & Proffitt		647.50
Lumos Networks	utility	248.48
REI Consultants Inc		79.74
Verizon	Amelon	53.44
Verizon	Office	91.07
		<u>\$21,889.71</u>
Collected In November		61,941.42
Less Bills		<u>-21,889.71</u>
Balance In November		<u>\$40,051.71</u>
Collected CFY		1,183,374.58
Less Bills		<u>-608,130.68</u>
Balance CFY		<u>\$575,243.90</u>

C. CUSTOMER ACCOUNTING & ADMINISTRATION - NOVEMBER 2017

<u>ACCOUNT</u>	<u>LOCATION</u>	
Appalachian Power Co	office	137.70
Comcast	utility	655.19
Lynchburg Computer Systems		317.25
Quill		317.92
TOTAL BILLS		\$1,428.06
Cocard credit card processing		59.90
Xpress Pay		959.16
TOTALS		<u>\$1,019.06</u>

	<u>2017</u>	<u>2016</u>
<u>E. Payroll - NOVEMBER 2017</u>	\$82,502.30	\$87,200.42
<u>II. SUMMARY</u>		
Water Income	\$213,284.39	\$224,732.01
Wastewater Income	\$61,941.42	\$91,658.88
Subtotal I	\$275,225.81	\$316,390.89
Water Expense	(\$36,655.37)	(\$33,470.31)
Wastewater Expense	(\$21,889.71)	(\$159,400.24)
Subtotal II	\$216,680.73	\$123,520.34
Customer Accounting & Adm.	(\$1,428.06)	(\$5,285.94)
Cocard ,Slim Card & Xpress Pay	(\$1,019.06)	(\$763.37)
Payroll	(\$82,502.30)	(\$87,200.42)
Monthly Balance	\$131,731.31	\$30,270.61
<u>Year-To-Date Balance</u>	\$1,795,361.03	\$1,897,338.01

Actual Treasurer's Trial Balance figures will be lower, because of the debt service, insurance and VRS payments, which do not pass through the ACSA office.

November -17

Y-T-D Credit Card

CoCard Credit Processing	\$732.74
Xpress Pay	\$8,965.18

New Connection - November , 2017

<u>NAME</u>	<u>LOCATION</u>	<u>WA</u>	<u>SE</u>
D. S. Zechini Construction	1648 S. Coolwell Rd.	X	

WRITTEN OFF SET OFF DEBT REPORT

\$0.00 was collected from written off set-off debt.

LINE EXTENSION REQUESTS INTO PREVIOUS DEVELOPED AREAS REPORTS

There were no line extensions requested during November.

ff

As Of 11/30/2017 Report To ACSA Board
HISTORIC & PROPOSED ACSA WATER & WASTEWATER UNIT APPROVALS

I. Approved Water & Sewer Unit List:

<u>A. Residential (2012-2017):</u>	<u>Units</u>
1. Andrew Monroe Homestead Subdivision, Water, 2012	3
2. Wright Subdivision, Water, 2012	2
3. Riviera Townhomes, Sec. IV B, water & sewer, 2013	7
4. Stratford Place, Section 2A , water & sewer, 2014	8
5. Stratford Place, Section 2B , water & sewer, 2014	19
6. B. J. Drummond Subd., Stage Rd., water, 2015	1
7. Elon Forest, Willow Creek Way, water, 2017.....	9
SUBTOTAL A = 49 Water and 34 Sewer.	

<u>B. Non-Residential Unit Equivalents: (2012 -2017)</u>	<u>Units</u>
1. Wilco/Hess reconstruction, water & sewer, 2012	1.4
2. Phelps Rd. Pl. Apts, water & sewer, 2012	22.0
3. Johnson Health Center, water & sewer, 2012	1.0
4. River's Edge Park, water & sewer, 2012	1.0
5. Commonwealth Dr., Parcel A, water & sewer, 2013	2.0
6. Relocated Subway, water & sewer, 2013	0.33
7. Expanded Hardees, water & sewer, 2013	0.17
8. Horizon Behavioral Health, group home, water, 2013.....	3.6
9. S&S Machines, water & sewer, 2013	1.0
10. Murphy Express Gas, new water, 2014	1.0
11. Monelison Family Physicians, Water & Sewer, 2015	1.4
12. Taco, Bell, water & sewer, 2015	3.6
13. Little Caesar's/Sprint, water & sewer, 2017	1.0
SUBTOTAL B = 39.5 Water and 36.0 Sewer	

TOTAL UNITS APPROVED, 2012-2016

<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
30.4 Water	14.1 Water	28 Water	6 Water	0 Water	10 Water
25.4 Sewer	10.5 Sewer	27 Sewer	5 Sewer	0 Sewer	1 Sewer

'12 - '16 5-YEAR AVE.

15.7 Water/yr.

13.6 Sewer/yr.

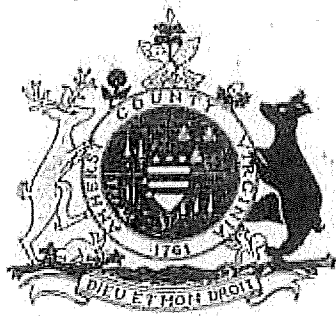
II. 2014-2017 Proposed Residential & Commercial/Industrial Project Units, As of 11/30/17.

Many of these proposed projects are in their preliminary exploration stages. While most will likely become realities, some will not prove cost effective. Historically, approximately 66-75% of proposed projects have become realities.

1. Peakview Subd., Section 4A, water.	8
Status: Preliminary developer discussions with ACSA & Planning Dept., 9/14	
2. Cedar Ridge Center & Subdivision, 17 ac., water & sewer (equivalent to)	133
Status: Rear 16 ac. rezoned R-3 6/07. Prospective purchaser contact 2/15.	
3. Elon Forest, Section 2B, River Rd., water.	19
Status: Preliminary Engineer contact 7/08 & 2/15.	
4. Cherry Ln. Estates, 14 ac. water & sewer	32
Status: Engineer contact 1/11. Owner (Rodney Hubbard) contact, 3/15.	
5. Buddy Almond quadraplex, Main St. former house site, water & sewer	3
Status: Property owner contact, 3/15.	
6. Phelps Rd. Pl. II Apts., water & sewer	34
Status: Developer contact, 4/15. Engineer contract, 5/15.	
7. Jensen Apts., Rt. 163 & Williams Rd., water & sewer	8
Status: Potential purchaser contact, 8/15.	
8. Hardy/Walinski property, 114 ac. Possum Island Rd., water	15
Status: Very preliminary contact by realtor, 10/15.	
9. Subdivision of Lot 7 Amelon Square S.C., water & sewer	4
Status: Surveyor initial contact, 9/16.	
10. Biscuitville Restaurant (formerly Burger King), water & sewer	1
Status: Developer contact, 7/17	
11. Arrington Storage Subdivision, Amelon Rd/Dixie Airport Rd, water.	3
Status: DRC review, 6/17	
12. Wright Rentals, 121 Williams Rd., water & sewer	8
Status: Information phone calls from Developer & County EDA in early August	
13. CESI Builders, TM 156-A-135, 27 acres, water	31
Status: Information phone call from Developer 8/10	
14. D.S. Zechini 1648 S. Coolwell Rd., water	1
Status: Information phone call from Builder 8/19	
15. Van Johnson, TM 122B-1-27, 0.47 ac., water	1
Status: Information site visit with Developer 8/18	
16. Linwood Allen, TM 123	18
Status: Information phone call from developers, 9/12	
17. Acres of VA, TM 136-1	2
Status: Subdivision plat reviewed, 9/30	
18. Clayton Homes, TM 11	1
Status: Information phone call from developer, 9/1	
19. Waukeshaw Development, Phelps Road School, water & sewer.	40
Status: Concept plan approved w/ up to \$400k water/sewer assistance from County	
	(66%)
TOTAL PROPOSED NEW WATER UNITS	(212.5 Units)
TOTAL PROPOSED NEW SEWER UNITS	(147.2 Units)

CONCLUSION:

The purpose of this report is to compare both the approved public utility units of the past five years, plus the current year, and to provide a historical perspective vs. the numbers of public utility units currently being proposed. **It is not possible for it to predict which projects will succeed, nor within what time frame that would occur.** Yet, if only 66% of the proposed utility units should become reality the number of water units would be 174% higher than those approved in the previous five years. If 66% of the proposed sewer units are approved, this would be 152% higher than the prior years. Approval of 66% would ultimately result in a 3.5% increase in ACSA's water accounts and a 15.1% increase in sewer customers.



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: VII.A.

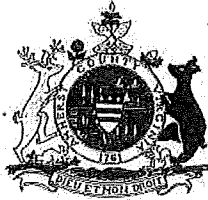
Topic: 2017 Bad Debt Writeoffs

Board Action: The Board is being asked to approve the writeoffs of three year old bad debts.

Attachment: 1. 11/28/2017 Board letter

Summary: In accordance with ACSA's Financial Policy and the recommendation of the financial consultant that performs the ACSA annual audit, the Board is being asked to approve these writeoffs. This is an annual task of the Board. These are debts from non-paying customers and other sources that have been held for three years and will now be forwarded to the Virginia Set-Off Debt Program, which was established by the Commonwealth to provide for payment of outstanding debts if the debtors are due a Virginia tax refund. The amount to be written off for 2017 is \$23,296.26, which is approximately 0.53% of ACSA's operational budget. Both the amount and the percentage are slightly increased from last year.

Recommend: I move that the Board approve the writeoff of three year old bad debts as listed in the attachment and direct staff to forward such debts to the Virginia Set-Off Debt Program.



AMHERST COUNTY SERVICE AUTHORITY

**P. O. BOX 100
MADISON HEIGHTS, VA 24572-0100**

**PHONE (434) 845-1605
FAX (434) 845-1613**

November 28, 2017

To: Amherst County Service Authority

Subject: Adjusting Off Bad Debt

Dear Board Members:

As is customary, the Authority needs to annually adjust-off bad debts, over 3 years old. Attached you will find a list of those which need to be removed from our account balance this year. The total amount for this adjustment is \$23,296.26. The vast majority of these balances have been sent to Virginia Set-Off Debt Program (VA SOD). This write-off amount is 0.53% of the operational budget.

Thank you for your time and attention to this matter.

Sincerely,

Frances M. Ford
Senior Accounting Clerk

Enclosure



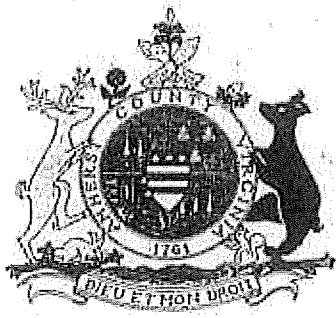
Printed on 100% Post Consumer Recycled Paper

<u>Account No.</u>	<u>Account Name</u>	<u>Acct Bal</u>	<u>Reason</u>
01-001200-02	Alvin Hawkins	90.56	Unable to locate. Further pursued by VA SOD.
01-001300-02	Austin Newton	114.28	Unable to locate. Further pursued by VA SOD.
01-004300-03	Amber McAnelly	13.79	Unable to locate. Further pursued by VA SOD.
01-004600-02	Phillip Banks	232.40	Unable to locate. Further pursued by VA SOD.
01-005400-00	Thomas Eagle	58.02	Unable to locate. Further pursued by VA SOD.
01-006600-02	John Dix	43.37	Unable to locate. Further pursued by VA SOD.
01-012000-04	Anthony W. Loving	229.91	Unable to locate. Bad SSN.
01-014700-05	Mary Beth Morgan	210.11	Unable to locate. Further pursued by VA SOD.
01-016600-05	Mica M. Morgan	93.66	Unable to locate. Further pursued by VA SOD.
01-016601-00	Consuela Mosley	86.04	Unable to locate. Further pursued by VA SOD.
02-034200-03	Patricia Deaner	19.08	Unable to locate. Further pursued by VA SOD.
02-035610-00	Roma Colmore	174.26	Unable to locate. Further pursued by VA SOD.
02-036911-02	Racquel Iniesta	69.01	Unable to locate. Further pursued by VA SOD.
02-036912-01	Taylor Brooks	17.15	Unable to locate. Further pursued by VA SOD.
03-042900-03	Brittany Megginson	64.16	Unable to locate. Further pursued by VA SOD.
03-043100-02	Jody Tedder	230.03	Unable to locate. Further pursued by VA SOD.
03-043302-05	Kevin Ryder	214.35	Unable to locate. Further pursued by VA SOD.
03-043500-05	Sonya Asomaning	161.08	Unable to locate. Further pursued by VA SOD.
03-043500-98	Thomas Torrence	19.00	Unable to locate. Further pursued by VA SOD.
03-043535-00	Christopher Craig	60.90	Unable to locate. Further pursued by VA SOD.
03-044400-02	Jesse Morgan	344.47	Unable to locate. Further pursued by VA SOD.
03-045300-01	Teresa Floyd	181.78	Unable to locate. Further pursued by VA SOD.
03-047711-02	Jerry Lee Sligh	161.10	Unable to locate. Further pursued by VA SOD.
03-047712-01	Jeanne Dejarnette	145.51	Unable to locate. Further pursued by VA SOD.
03-049236-00	Crystal Rosson	118.22	Unable to locate. Further pursued by VA SOD.
04-049600-02	Earl & Amanda Blankenship	14.45	Unable to locate. Further pursued by VA SOD.
04-060100-00	Heather Bowles	92.51	Unable to locate. Further pursued by VA SOD.
04-066400-03	Julie Benway	507.52	Unable to locate. Further pursued by VA SOD.
04-070900-03	Robert Thornton	649.58	Unable to locate. Further pursued by VA SOD. (leak)
04-072500-00	Dorris Walton	87.45	Deceased
05-095005-02	John Trayham	71.71	Unable to locate. Bad SSN.
05-095006-03	Sontay Judd	52.79	Unable to locate. Bad SSN.
05-095006-04	Ashley Jackson	85.33	Unable to locate. Further pursued by VA SOD.
05-095007-00	Anthony Jones	183.18	Unable to locate. Further pursued by VA SOD.
05-096400-02	Ashley Cook	245.47	Unable to locate. Bad SSN.
05-103100-02	Petty Newton	33.53	Unable to locate. Further pursued by VA SOD.
05-115100-04	Gene Baker	250.89	Unable to locate. Further pursued by VA SOD.
05-115608-02	Richard Gray	24.46	Unable to locate. Bad SSN.
05-115900-04	William Farmer	33.08	Unable to locate. Further pursued by VA SOD.
06-117303-00	James Connelly	123.38	Unable to locate. Further pursued by VA SOD.
06-117829-02	Jennifer Irby	115.25	Unable to locate. Further pursued by VA SOD.
06-118800-01	William Crank	98.21	Unable to locate. Further pursued by VA SOD.
06-122110-01	Erick Monark	63.54	Unable to locate. Further pursued by VA SOD.
07-124600-00	Mary Franklin	34.21	Unable to locate. Further pursued by VA SOD.
07-140005-04	Jeremy Mays	103.13	Unable to locate. Further pursued by VA SOD.
07-141325-01	Carl Slaughter	174.61	Unable to locate. Further pursued by VA SOD.

07-142900-02	Nancy Campbell	115.14	Unable to locate. Further pursued by VA SOD.
07-144800-02	Deborah Campbell	31.90	Unable to locate. Further pursued by VA SOD.
07-145018-02	Derrick Horsley	669.09	Unable to locate. Further pursued by VA SOD. (pipes)
07-145405-01	Jason Peters	149.99	Unable to locate. Further pursued by VA SOD.
07-145611-03	Lekeshia Kyle	87.14	Unable to locate. Further pursued by VA SOD.
07-145614-03	Jackie Candler	105.60	Unable to locate. Further pursued by VA SOD.
07-145614-04	Orlando Calloway	234.39	Unable to locate. Further pursued by VA SOD.
07-146002-01	Mary Gallaher	157.50	Unable to locate. Further pursued by VA SOD.
08-160302-02	Gabriel Hamlett	234.50	Unable to locate. Further pursued by VA SOD.
08-160304-03	Rebecca Phelps	114.29	Unable to locate. Further pursued by VA SOD.
08-160304-06	Mary Contarino	33.79	No SSN.
08-160305-07	Audrey Moon	47.14	Unable to locate. Further pursued by VA SOD.
08-160305-08	Amanda Severance	108.06	Unable to locate. Further pursued by VA SOD.
08-160307-06	Chris Shesko	62.02	Unable to locate. Further pursued by VA SOD.
08-160314-05	Robin Cash	80.20	Unable to locate. Further pursued by VA SOD.
08-160318-05	Shantay Harris	53.88	Unable to locate. Further pursued by VA SOD.
08-160400-05	Kyona Toliver	121.93	Unable to locate. Further pursued by VA SOD.
08-174011-00	Dennis Dahlberg	92.04	Unable to locate. Further pursued by VA SOD.
09-260500-02	Paula McFaden	90.41	Unable to locate. Further pursued by VA SOD.
09-261500-02	Scott Dearing	242.32	Unable to locate. Further pursued by VA SOD.
09-270200-03	Tim Trent	97.30	Unable to locate. Further pursued by VA SOD.
09-275105-00	Everett Coleman	19.00	Unable to locate. Further pursued by VA SOD.
09-275700-00	William McGann	26.96	Unable to locate. Bad SSN.
09-282802-03	Rebecca Varney	18.38	Unable to locate. Bad SSN.
09-285100-01	Lisa Grubbs	67.88	Unable to locate. Further pursued by VA SOD.
09-286400-05	Noah Klamann	300.34	Unable to locate. Further pursued by VA SOD.
09-291811-00	Courtney Davis	42.23	Unable to locate. Further pursued by VA SOD.
10-314900-02	Mike Ennis	88.00	Unable to locate. Further pursued by VA SOD.
10-315200-00	Steven Phillips	35.91	Unable to locate. Further pursued by VA SOD.
10-315500-00	Lawrence Ware Sr	32.10	Unable to locate. Further pursued by VA SOD.
10-315700-01	Clifton Johns	28.03	Unable to locate. Further pursued by VA SOD.
10-315800-04	Lynda Leonard	170.66	Unable to locate. Further pursued by VA SOD.
10-316000-04	Dewey Worley	53.76	Unable to locate. Further pursued by VA SOD.
10-316100-00	Sherrie Payne	76.25	Unable to locate. Further pursued by VA SOD.
10-318410-03	Emaja Thomas	124.94	Unable to locate. Further pursued by VA SOD.
11-321296-00	Jeffrey Woody	240.47	Unable to locate. Further pursued by VA SOD.
11-321690-00	James Nash	186.55	Unable to locate. Further pursued by VA SOD.
11-322615-00	Sarah Pickeral	101.14	Unable to locate. Further pursued by VA SOD.
12-323432-00	Queen Myers	624.39	Unable to locate. Further pursued by VA SOD.
12-323459-03	Jessica Clark	130.11	Unable to locate. Further pursued by VA SOD.
12-323921-02	Stehanie Charbonneau	68.52	Unable to locate. Further pursued by VA SOD.
12-323965-03	Tabitha Turner	101.52	Unable to locate. Further pursued by VA SOD.
12-325705-00	Theresa Ford	247.20	Unable to locate. Further pursued by VA SOD.
		11,909.49	

<u>Account No.</u>	<u>Account Name</u>	<u>Acct Bal</u>	<u>Reason</u>
13-330800-00	William Hardwick	13.95	Unable to locate.Further pursed by VA SOD.
13-333651-00	David Tweedy	186.12	Unable to locate.Further pursed by VA SOD.
13-335015-05	David Witte	187.78	Unable to locate.Further pursed by VA SOD.
14-339647-01	Macon Sandidge	121.85	Unable to locate.Further pursed by VA SOD.
14-339771-01	Gedion Koech	101.30	Unable to locate.Further pursed by VA SOD.
14-342400-00	Donald Perry	246.95	Unable to locate.Further pursed by VA SOD.
14-342900-02	Ticara Ross	31.18	Unable to locate.Further pursed by VA SOD.
15-369200-01	Travis Washington	171.12	Unable to locate.Further pursed by VA SOD.
15-369200-03	Casey Johnson	42.04	Unable to locate.Further pursed by VA SOD.
15-371300-04	Michael Padgett	149.85	Unable to locate.Further pursed by VA SOD.
15-371300-05	Brenda Power	23.28	Unable to locate.Further pursed by VA SOD.
15-374100-02	Belinda Tyree	148.56	Unable to locate.Further pursed by VA SOD.
15-374100-03	Cynthia Ellinger	100.98	Unable to locate.Further pursed by VA SOD.
15-374100-04	Sharon Stafford	16.25	Unable to locate.Further pursed by VA SOD.
16-379900-02	James A. Tomlin	174.79	Unable to locate.Further pursed by VA SOD.
16-380100-03	George Turner	20.51	Unable to locate.Further pursed by VA SOD.
16-412000-00	Mary Yates	82.72	Unable to locate.Further pursed by VA SOD.
17-417785-00	Rick Hargis	155.56	Unable to locate.Further pursed by VA SOD.
17-421700-02	Jeffrey McCauley	102.50	Unable to locate.Further pursed by VA SOD.
18-429300-02	Michelle Lee	71.76	Unable to locate.Further pursed by VA SOD.
18-433000-00	Cynthia Goodman	160.64	Unable to locate.Further pursed by VA SOD.
18-433400-02	Carroll Wright	83.14	Unable to locate.Further pursed by VA SOD.
18-436735-01	James Carie	44.58	Unable to locate.Further pursed by VA SOD.
18-437314-05	Denesha Glover	444.10	Unable to locate.Further pursed by VA SOD.
18-437348-00	Linda Ward	68.73	Unable to locate.Further pursed by VA SOD.
19-439010-02	Jessica Clark	50.81	Unable to locate.Further pursed by VA SOD.
19-439100-02	Alonzo Poe	38.52	Unable to locate.Further pursed by VA SOD.
19-440500-01	Kimberly Wright	163.42	Unable to locate.Further pursed by VA SOD.
19-463500-01	Carl Bane	152.18	Unable to locate.Further pursed by VA SOD.
19-466500-03	Kimberly Henderson	93.24	Unable to locate.Further pursed by VA SOD.
19-473620-00	James Murphy	91.50	Unable to locate.Further pursed by VA SOD.
19-483100-03	C. Ashley Powell	222.40	Unable to locate.Further pursed by VA SOD.
20-486500-01	Billy Davis	531.98	Unable to locate.Further pursed by VA SOD. (busted pipes)
20-487400-01	Gabrielle Trent	190.30	Unable to locate.Further pursed by VA SOD.
20-488110-05	Stacy Witte	317.01	Unable to locate.Further pursed by VA SOD.
20-488110-06	Jacqueline Padgett	25.28	Unable to locate.Further pursed by VA SOD.
20-491501-05	Felicia Douglas	38.41	Unable to locate.Further pursed by VA SOD.
20-492405-02	Christy Cawthorne	95.87	Unable to locate.Further pursed by VA SOD.
20-492600-02	Rebecca Coleman	97.15	Unable to locate.Further pursed by VA SOD.
20-492600-03	Zachary Davis	17.01	Unable to locate.Further pursed by VA SOD.
20-494600-02	Joseph Childress	370.65	Unable to locate.Further pursed by VA SOD.
20-494600-03	John R Benway Jr	105.44	Unable to locate.Further pursed by VA SOD.
20-495100-02	Sarah Tomlin	432.84	Unable to locate.Further pursed by VA SOD.
20-496300-00	Mark Hines	90.00	Unable to locate.Further pursed by VA SOD.
20-500100-00	E. Susan McIvor	172.17	Unable to locate.Further pursed by VA SOD.
21-543800-01	Ernest Hitt	79.55	Unable to locate.Further pursed by VA SOD.

21-543800-02	Anotnio Briscoe	226.87 Unable to locate.Further pursed by VA SOD.
21-550400-00	Carlo & Monica Revely	144.79 Unable to locate.Further pursed by VA SOD.
21-581200-00	Tiffany Moore	89.57 Unable to locate. No SSN.
21-599500-00	Winter Jacynyk	137.75 Unable to locate.Further pursed by VA SOD.
21-644500-02	James Hill Jr	80.87 Unable to locate.Further pursed by VA SOD.
22-647900-01	Elizabeth Collins	118.07 Unable to locate.Further pursed by VA SOD.
22-653410-02	Catrina Harris	2,423.05 Unable to locate.Further pursed by VA SOD. (leak)
22-653415-04	Sherryl Gillette	518.37 Unable to locate.Further pursed by VA SOD.
22-694600-02	Cedric Taylor	154.22 Unable to locate.Further pursed by VA SOD.
22-694601-02	Tonya Johnson	77.29 Unable to locate.Further pursed by VA SOD.
22-694602-01	Takia Taylor	51.64 Unable to locate.Further pursed by VA SOD.
22-700000-00	Floyd Evans	243.46 Unable to locate.Further pursed by VA SOD.
22-706990-00	Frank Vaughter	149.49 Unable to locate.Further pursed by VA SOD.
23-754632-01	Jeff Dunn	10.86 Unable to locate.Further pursed by VA SOD.
23-754710-00	Temeka Thomas	148.41 Unable to locate.Further pursed by VA SOD.
23-757404-00	Felicia Kilgore	21.48 Unable to locate.Further pursed by VA SOD.
23-757467-02	Tim Tamlilio	27.36 Unable to locate.Further pursed by VA SOD.
23-757495-03	Shannon Casey	129.60 Unable to locate.Further pursed by VA SOD.
23-759600-02	Mohammed Faroqui	307.65 Unable to locate.Further pursed by VA SOD.
		<u>11,386.77</u>



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: VII.B.

Topic: DEQ Wastewater Treatment Plant Regulations Changes

Board Action: The Board is being informed of an issue that could affect future ACSA revenues.

Attachment: 1. November 29, 2017 VADEQ letter

Summary: ACSA was made aware in November of changes in the Virginia Pollutant Discharge Elimination System regulations proposed by the VA Dept. of Environmental Quality to lower the level of ammonia nitrogen in wastewater treatment plant discharges. This could affect ACSA by forcing an estimated \$250,000 to \$500,000 in upgrades to each of two ACSA sewage treatment plants to maintain permit compliance. The Director participated in a 11/21/2017 teleconference with other wastewater utilities, presented his views regarding the rules changes, implementation schedule, and availability of funding assistance at a 11/28/2017 public hearing at VADEQ in Roanoke, and put those views in a 11/29/2017 letter to VADEQ.

The Board is being made aware of this issue for future discussion when VADEQ finalizes the rule changes and implementation schedule. The Director will keep the Board informed as VADEQ proceeds to a final decision in 2018.

Recommend: No Board action is required.



AMHERST COUNTY SERVICE AUTHORITY

P. O. BOX 100

MADISON HEIGHTS, VA 24572-0100

PHONE (434) 845-1605

FAX (434) 845-1613

November 29, 2017

Mr. David C. Whitehurst
Virginia Dept. of Environmental Quality (DEQ)
629 E. Main Street / PO Box 1105
Richmond, VA 23218

RE: Virginia Water Quality Standards Regulation (VAWQSR)
Proposed Adoption of USEPA 2013 Freshwater Aquatic Life Criteria For Ammonia Nitrogen

Dear Sir:

This office has been made aware of the referenced proposed change in the VAWQSR. We wish to voice our concerns, which were also expressed at the November 28, 2017 public hearing at DEQ's Blue Ridge Regional Office in Roanoke.

Amherst County Service Authority (ACSA) owns and operates two small neighborhood wastewater treatment plants in Madison Heights: Ivanhoe Forest Subdivision (VPDES Permit VA0063657, expires 5/26/2018, renewal application submitted to and reported complete by DEQ) and Westbriar Subdivision (VPDES Permit VA0082546, expires 1/2/2020). Each plant was installed by the neighborhood developer. Ivanhoe Forest was operated by the developer until he went bankrupt in the early 1970s, when the residents, DEQ, and the Virginia Dept. of Health successfully petitioned ACSA to accept ownership and operation of their facility. So it was, essentially, thrust upon ACSA for the protection of public health, property, and the environment. In the case of Westbriar, the developer built the plant and deeded it to the utility for ownership and operation in the mid-1970s.

Each plant is an extended aeration lagoon facility, with a design capacity of fifteen thousand gallons per day (15,000 gpd) for domestic-strength wastewater. Discharge of treated wastewater from each is typically less than a third of design capacity. Current ACSA operation regularly maintains both plants within permit limits; review of ACSA Discharge Monitoring Reports (DMRs) records indicates no exceedences at either plant for over three years. Both facilities currently have seasonal (December to May and June to November) permit limits for ammonia nitrogen. It is our understanding that the proposed new regulations will approximately halve the current ammonia nitrogen discharge limits. In fact, our DMRs show that we are already below even those proposed limits at least much of the time. But, as noted above, both plants are hydraulically underloaded, which can and does affect permit performance. For example, review of our records shows that ACSA plant operators are often having to add molasses during the aeration stage to provide the carbon required to increase and maintain the bacterial population required for the necessary nitrification of ammonia so as to meet the permit discharge limits. Reducing those limits by fifty percent may very possibly cause permit exceedences.

ACSA's long range plan is to replace each wastewater treatment plant with a pump station, but existing sewers are currently too far away. We will extend sanitary sewers east from South Amherst Hwy., install a pump station at each treatment plant site, and then decommission each plant, probably with two years minimum separation to allow accumulation of project funds. But, as you will see below, these projects will have to be worked into a long list of costly projects that ACSA must undertake in the coming eight years and beyond.

A 2015 economic impact report commissioned by the Virginia Association of Municipal Wastewater Agencies (VAMWA) estimates that an upgrade of a 5,000 gpd wastewater treatment plant to enable it to meet the proposed ammonia nitrogen regulations will cost approximately a quarter million dollars. The impact on ACSA of adding two projects totaling well over a half million dollars to the following list of required upcoming Capital Improvement Plan projects (CIPs) will be substantial:

WHAT	WHY	WHEN	COST
• Graham Creek Reservoir dam Improvements	Required by recent changes in DEQ dam regulations	2019	\$4.0M
• Williams Run Sewage Pump Station improvements	Overdue equipment replacements, power supply enhancements, James River flood protection improvements	2022	\$5.0M
• Tertiary raw water intake and pump station on James River	To comply with project schedules in existing DEQ and VMRC permits	2025	\$4.0M
• Water treatment plant design capacity improvements and new finished water piping	To comply with DEQ permit conditions for current Harris Creek raw water intake reductions upon implementation of new James River raw water intake	2025	\$6.0M
• New water storage tanks in Elon, Coolwell Road, and Prices Store areas	To improve delivery of finished water, reduce area water system shutdowns due to water main breaks, etc.	?	?
• Sanitary sewer extensions in northwest Madison Heights (discussed above)	To prevent impacts on public health due to failing onsite septic systems and drainfields	?	?
• Replacement of aging water and wastewater systems infrastructure	Much of ACSA's water and wastewater infrastructure is approaching the end of its anticipated service life	?	?

Such expenditures, several of which are required to maintain conformance with other DEQ regulations, are significant for a utility the size of ACSA. We must be careful about increasing rates and fees, as much of our customer base consists of low- to middle-income households, for whom any increase can be a hardship. For this reason, we have a policy of modest annual increases to our rates and fees. Amherst County also competes with the City of Lynchburg and neighboring counties to attract new commercial and industrial business for the economic growth required to maintain services for County residents. So we are constantly walking the tightrope of trying to keep rates and fees low enough for our customers to afford without undue hardship and to promote economic growth, yet high enough to provide the funding for all we have to do. The above projects are required and will strain ACSA's finances, even with extensive planning during the past few years. Adding two more projects costing well over a half million dollars, with little time to schedule their funding, will be very difficult for ACSA to handle.

Such expenditures are even more significant considering ACSA's plans to take the treatment plants out of service as soon as possible and replace them with pump stations that will convey the wastes to a regional treatment facility. It would not be cost-effective to spend more than half a million dollars for improvements to facilities currently meeting existing discharge permits, when the costly improvements will only be needed for a relatively short period of time.

For all these reasons, we request that DEQ re-consider the proposed regulations changes in light of the financial impacts they will have on all wastewater utilities.

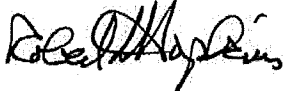
We also request that DEQ consider the size of the treatment facility in applying and implementing the proposed regulations changes. Virginia Dept. of Professional and Occupational Regulation regulations delineate the difference between Class IV (less than 40,000 gpd) and Class III (40,000 gpd and higher) facilities. We suggest that smaller Class IV facilities (especially those that, like ours, discharge an average of only 3,000 to 5,000 gpd) either not be assessed the stricter limits or be allowed more time to implement them, due to both their lesser impact on the environment and their much tighter financial constraints.

Should DEQ determine that the ammonia nitrogen changes are sufficiently important to proceed with the changes, even for Class IV treatment plants, we ask for a reasonable period of time to adjust our CIP program to include the necessary upgrade projects. VAMWA proposes a long-term Phased Implementation Program, with interim requirements maintaining current permit criteria. This will allow time for the Commonwealth to develop funding assistance for the implementation of upgrades necessary for treatment plants to meet the new criteria. It will also provide time for utilities to work projects of this magnitude into their long range CIP plans for the accumulation of the monies to match the Commonwealth funding assistance. ACSA would request that the next five year permit cycle for each of our plants maintain the existing limits on ammonia nitrogen, with the following permit issuance for each adding the new limits for ammonia nitrogen, for implementation prior to the expiration of the permit. This would allow ACSA to complete the currently planned CIP projects and then accumulate matching funds for the two wastewater treatment plant upgrades.

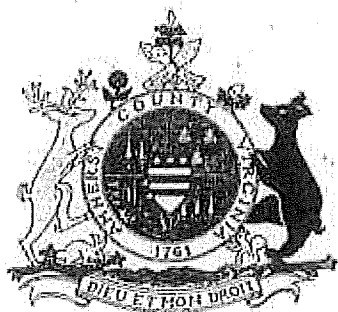
Thank you for the opportunity to voice our concerns and for your diligent consideration of them. ACSA always has and always will support DEQ's efforts to promote water quality and protect the environment.

Sincerely,

AMHERST COUNTY SERVICE AUTHORITY



Robert A. Hopkins, PE
Director of Public Utilities



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: VII.C.

Topic: ACSA Orientation and State of the Utility

Board Action: The Board is receiving an orientation for the benefit of its newest member and a refresher for existing members.

Attachment:

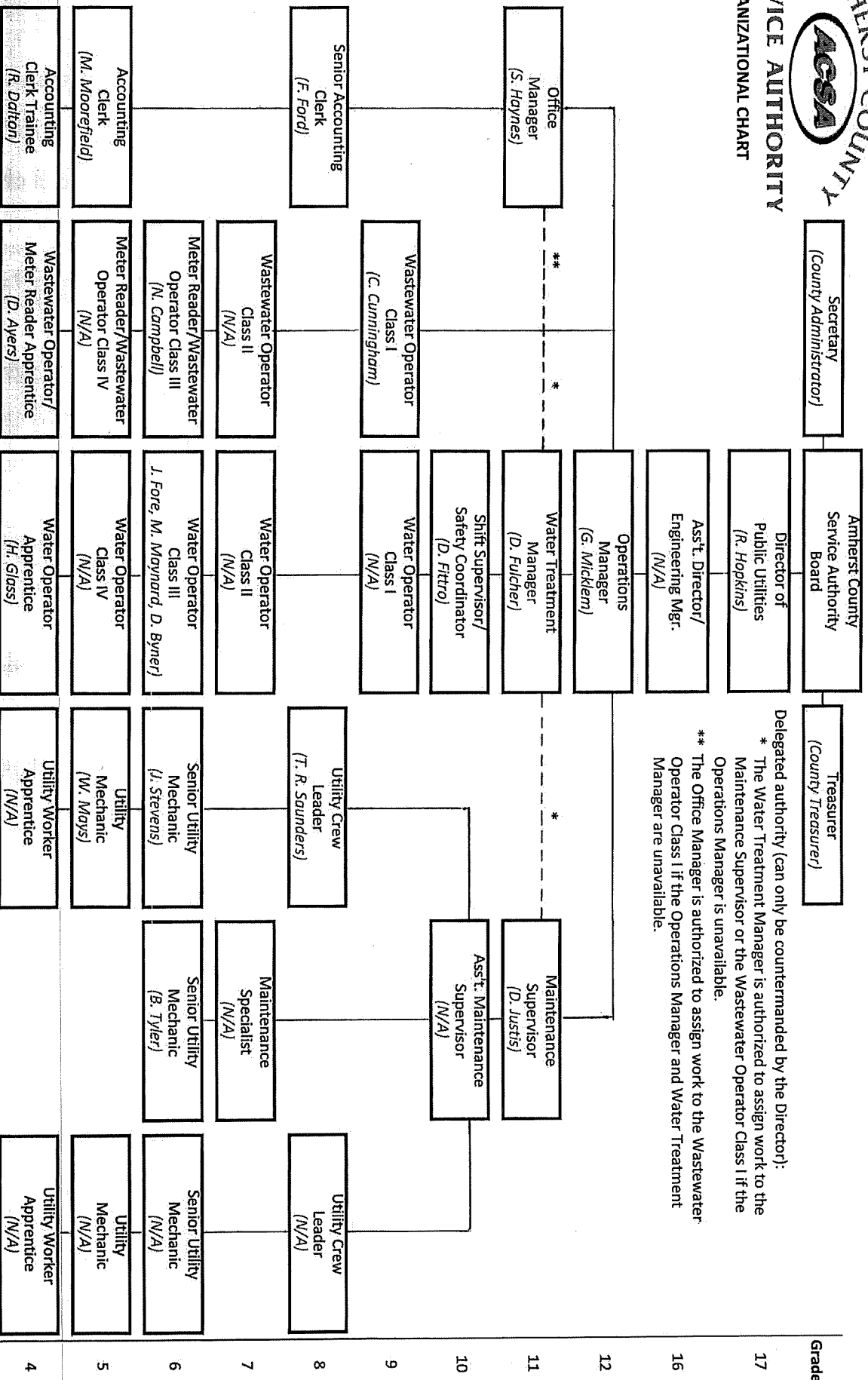
1. Organizational Chart
2. SWOT Analysis
3. Financial Report
4. 2017 Accomplishments
5. Upcoming Projects

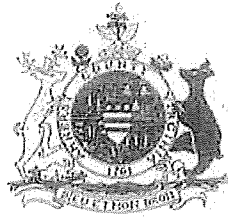
Summary:

1. Organizational Chart, showing the various ACSA job water, wastewater, and administrative positions, chain of command, and current staff.
2. SWOT Analysis, showing the Director's impressions of ACSA's current strengths, weaknesses, opportunities, and threats going into 2018.
3. Financial Report, showing the current condition of ACSA finances, as of the 2016 audit (the information will be updated upon receipt of the 2017 audit).
4. Partial list of 2017 accomplishments, other than normal daily, monthly, and annual operational tasks.
5. Partial list of upcoming projects, other than normal daily, monthly, and annual operational tasks.

Recommend: No Board action requested; for information only.

AMHERST COUNTY
ACSA
SERVICE AUTHORITY
ORGANIZATIONAL CHART





AMHERST COUNTY SERVICE AUTHORITY

**P. O. BOX 100
MADISON HEIGHTS, VA 24572-0100
PHONE (434) 845-1605
FAX (434) 845-1613**

ACSA Board Presentation

The State of the Utility

January 8, 2018

SWOT Analysis

Strengths:

1. Knowledgeable and supportive ACSA Board (separate from County Board of Supervisors)
2. Knowledgeable, competent, and reliable ACSA staff
3. Current overall condition of water and sewer systems, equipment, and assets
4. Recent technological upgrade to water treatment plant
5. Two excellent raw water sources (redundancy)
6. Source water protection program
7. Financial condition
8. Rates and fees structure and annual adjustments policy
9. Relationship with other Amherst County agencies
10. Relationships with neighboring water-sewer utilities
11. Relationships and reputation with State regulatory agencies and other associated agencies
12. History of recognition of excellence by State regulatory agencies
13. Compensation structure for staff
14. Professional civil engineer on staff
15. Long term (40 years) relationship with local civil engineering consulting firm
16. Long term relationship with local water-wastewater contractor
17. Energetic and innovative County Administrator
18. Energetic Economic Development Authority and Director

Weaknesses:

1. Recent Director retirement – loss of 37 years of leadership and institutional knowledge
2. Unsatisfactory customer communications
3. Perception among local developers as “business unfriendly”
4. Debt service – current and upcoming
5. Lack of asset management plan
6. Lack of funding for replacement of aging infrastructure
7. Competition w/ Liberty Univ., City, Campbell & Bedford Counties for economic development
8. Percentage of low to moderate household incomes in ACSA service area
9. Annual bad debt write-offs (\$25,000 in 2017, 0.5% of CY 2017 Budget)
10. Two small neighborhood wastewater treatment plants
11. One construction crew
12. Hiring/retaining quality staff
13. Unfamiliarity of new ACSA and County department heads with each other

ACSA Board Presentation
The State of the Utility
January 8, 2018

SWOT Analysis

Opportunities:

1. Liberty University connection for County economic development (vs. W7)
2. CVTC closure – development of property, surrounding areas, & Madison Heights (vs. W7, T4, T5)
3. Possible future development projects (vs. W3, W7, T3)
4. County/ACSA joint funding for sanitary sewer extensions into developed areas (vs. W10, T1, T8)
5. Federal/state infrastructure funding/technical assistance (vs. W4, W6, W7, T1, T5, T6, T12)
6. Development of asset management program and funding (vs. W5, W6, T1, T10)
7. Saving ACSA revenues by keeping work inhouse with professional engineer (vs. W6)
8. Tertiary raw water source (redundancy)
9. Web site/email/newsletter/school tours – public knowledge/perception of ACSA (vs. W2, W3)
10. Recent refinancing of debt service, saving \$917,000 over next 28 years (vs. W4, T10)
11. New Director, fresh ideas (vs. W1)
12. Staff expansion (vs. W11, T1, T2, T9)
13. Possible Water Office relocation, with annex in current location (vs. T9)
14. County Administrator's monthly Leadership Group program (vs. W13)
15. Winton Golf Course and area water system (vs. W6, W7, T3, T4)
16. Additional real estate purchases for reservoir source water protection (vs. T8)

Threats:

1. Aging infrastructure
2. Aging senior operational staff
3. Lessening water usage and sales
4. Phased CVTC closure, complete by mid-2020 (largest ACSA water-wastewater customer)
5. Condition of CVTC water & wastewater facilities, if accepted into ACSA infrastructure as is
6. Stricter water and wastewater regulations, and difficulty and cost of compliance
7. Potential loss of future reservoir site in northern part of County
8. Watershed protection
9. Old, single Water Office
10. Old, single, major sewage pump station on James River
11. Single water treatment plant
12. Erosion of James River north bank to major sanitary trunk sewer for Madison Heights
13. Difficulty in collections for water & sewer sales

AMHERST COUNTY SERVICE AUTHORITY

January 8, 2018 Financial Report Regarding 2016 Audit

Financial Condition Measures:

1. Self-Sufficiency: Operating Ratio should be > 1.00, preferred > 1.25 ***

$$\begin{aligned}\text{Operating Ratio}^* &= \frac{\text{Operating Revenues}}{\text{Operating Expenses, Including Depreciation}} \\ &= \frac{\$3,919,205}{\$3,392,865} = 1.16 > 1.00 \quad \text{OK}\end{aligned}$$

* Not accounting for depreciation

$$\begin{aligned}\text{Operating Ratio}^{**} &= \frac{\text{Operating Revenues}}{\text{Operating Expenses - Depreciation}} \\ &= \frac{\$3,919,205}{\$3,392,865 - \$1,011,968} = 1.64 > 1.25 \quad \text{Good}\end{aligned}$$

** Accounting for depreciation

2. Debt Service Coverage: Coverage Ratio should be > 1.25 (minimum 1.15 required by VRA) ***

$$\begin{aligned}\text{Coverage Ratio} &= \frac{\text{Operating Revenues - Operating Expenses (excluding depreciation)}}{\text{Principal + Interest Payments on Long Term Debt}} \\ &= \frac{\$3,919,205 - (\$3,392,986 - \$1,011,968)}{\$499,880 + \$478,020} = 1.57 > 1.25 \quad \text{Good}\end{aligned}$$

3. Short Term Obligations: Current Ratio should be > 1.50; better than 2.10 preferred ***

$$\begin{aligned}\text{Current Ratio} &= \frac{\text{Unrestricted Current Assets, Excluding Inventories and Prepaid Items}}{\text{Current Liabilities}} \\ &= \frac{\$3,255,168 + \$627,195 - \$240,888}{\$1,388,830} = 2.62 > 2.10 \quad \text{Good}\end{aligned}$$

4. Non-Revenue Operations: Days Cash on Hand should be > 285 days; better than 418 preferred ***

$$\begin{aligned} \text{Days Cash on Hand} &= \frac{\text{Unrestricted Cash and Investments}}{\text{Operating Expenses, Excluding Depreciation and Amortization} / 365} \\ &= \frac{\$3,255,168 + \$627,195}{(\$3,392,865 - \$1,011,968) / 365} = 595 > 418 \quad \text{Good} \end{aligned}$$

5. Non-Dedicated Funds: Non-Dedicated Funds should be > 50% of current budget ***

$$\begin{aligned} \text{Non-Dedicated Funds} &= \frac{\text{Non-Dedicated Funds balance} - \text{Dedicated Funds}}{\text{Current Budget}} \\ &= \frac{\$3,894,044 - \$1,423,141}{\$4,690,651} = 52.68\% * > 50\% \quad \text{Good} \end{aligned}$$

* Through September, 2017 (most recent Treasurer's Fund Balance Report received)

6. Equity to Debt Ratio: Ratio of Total Liabilities to Total Assets should be 2.1, maximum ***

$$\begin{aligned} \text{Equity to Debt Ratio} &= \frac{\text{Total Assets}}{\text{Total Liabilities}} = \frac{\$34,710,514}{\$13,708,613} = 2.53 > 2.1 \quad \text{Good} \end{aligned}$$

7. Net Position:

December, 2010	\$18,400,000		
December, 2011	\$17,892,000	- 2.8%	No rates & fees adjustments
December, 2012	\$17,504,000	- 2.2%	No rates & fees adjustments
December, 2013	\$19,387,000	+ 10.8%	No rates & fees adjustments, but water plant upgrade increased value of assets
December, 2014	\$19,618,261	+ 1.2%	Rates and fees adjustment
December, 2015	\$20,094,803	+ 2.4%	Rates and fees adjustment
December, 2016	\$21,038,811	+ 4.7%	Rates and fees adjustment

*** All targets for measures are from various publications from Virginia Resources Authority, American Water Works Association, Environmental Finance Center Network, and other water/wastewater and financial assistance agencies

AMHERST COUNTY SERVICE AUTHORITY

2017 Accomplishments (other than normal daily, monthly, and yearly operations)

Asset Management:

- Old Town Madison Heights construction-ready sanitary sewer rehabilitation grant application
- Planning for first County-ACSA joint funded sanitary sewer extension project into developed areas
- Seal coating and striping water treatment plant (WTP) parking lot
- Central Virginia Training Center
- 37.34 ac. land purchase for reservoir water quality buffer
- James River bank stabilization project
 - 3.51 ac. land purchase – river front
 - Easement acquisitions – river front, access, trunk sewer
 - Corps of Engineers preliminary plans review and design changes for 2018 construction
- Emergency repairs
 - Water leak at Rte 29/Dillard Rd
 - Sanitary sewer break/sinkhole on Main St. in Old Town Madison Heights

Permitting:

- Renewal application for Ivanhoe Forest Subdivision wastewater treatment Plant (WWTP) permit
- Presentation at DEQ public hearing for proposed ammonia nitrogen regulations for WWTPs

Financials:

- Refunding of 2012 bonds (estimated savings > \$917,000 and shortening of debt service 2 years)

Staff:

- 3 new employees:
 - Hunter Glass – water operator apprentice
 - Derrick Ayers – ass't. meter reader/utility worker apprentice
 - Ronnie Lawhorne – rehire as part-time wastewater operator
- Lost 2 employees:
 - Travis Tyree – Class III Water Operator (turned in his notice 1 day after passing the exam)
 - Mark Stinnette – Senior Utility Worker (retired)
- Licensures:
 - Class III Water Operators: Michael Maynard, Josh Fore, Dylan Byers (operate WTP alone)
 - Additional continuing education opportunities (webinars, videos)
- Other promotions:
 - Saunders – Construction Crew Line Chief
 - Fittro – Shift Supervisor/Safety Coordinator
 - Moorefield – Accounting Clerk
 - Haynes – Office Manager
 - Hopkins – Director of Public Utilities

Procedures:

- Security improvements
- New Standard Operating Procedure regarding Miss Utility

AMHERST COUNTY SERVICE AUTHORITY
ACSA Board Meeting – January 8, 2018
List of Upcoming Non-Standard Projects:

2018:

1. James River Emergency Bank Restoration / Stabilization
2. DEQ Unregulated Contaminants Monitoring Rule, Phase 4 (UCMR4)(water quality testing)
3. VPDES permit renewal application for Ivanhoe Wastewater Treatment Plant (submitted)
4. Faulconerville Water Storage Tank Maintenance Program – bid documents, bidding
5. Old Town Madison Heights sanitary sewer rehab. (CDBG grant application review pending)
6. County/ACSA joint funded sanitary sewer extension into developed area project (Lakeview)
7. Water main replacement – Lyttleton Lane Tank area, Madison Heights
8. Operations improvements:
 - Flushing program
 - Raw water monitoring upstream from ACSA intakes
 - Chemicals monitoring
 - Better coordination between ACSA and other agencies
9. Personnel safety training / preparation for OSHA safety audit
10. More use of ACSA website
11. ACSA customer newsletter
12. Watershed protection program real estate acquisition
13. Cell tower/water storage tank lease renewal
14. ACSA Business Operations Work Plan
15. Harris Creek primary raw water intake impoundment dam improvements
16. Non-Revenue Water Assessment / Reduction
17. Energy audit performance contract

2019:

18. Graham Creek Reservoir dam improvements
19. Water main replacement or extension

Ongoing:

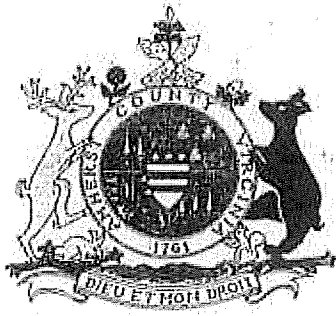
20. County/ACSA joint funded sanitary sewer extension into developed area project (every other year)
21. Water main replacement or extension
22. ACSA asset security vulnerability assessment and improvements: reservoir, water storage tanks, water treatment plant, wastewater treatment plants, sewage pump stations, fire hydrants, etc.
23. ACSA Asset Management Plan
24. ACSA Emergency Response Plan
25. ACSA Disaster Recovery Plan (non-technical: Water Office destruction, pandemic, etc.)
26. ACSA Cybersecurity Assessment
27. County Continuity of Operations Plan (initiated by Gary Roakes, County Public Safety)
28. Research into upcoming regulations

Within 5 Years:

29. Williams Run Sewage Pump Station improvements

Within 10 years:

30. James River tertiary raw water intake and pump station, water treatment capacity upgrade, second Prices Store Water Tank, new water main from treatment plant to Prices Store tanks



Board Meeting Agenda Item

AMHERST COUNTY SERVICE AUTHORITY

Meeting Date: January 9, 2018

Item No: IX.A.

Topic: Closed session to consider acquisition of real property.

Board Action: The Board is being asked to go into closed session to hear a presentation from the Director regarding possible acquisition of real estate beneficial to ACSA.

Attachment: None

Summary: Specific details are to be disclosed in closed session only.

This is a closed session pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the purpose of discussion related to consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically relating to the acquisition of property in District III.

Recommend: To go into closed session: That the Board go into closed session pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the purpose of discussion related to consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically relating to the acquisition of property in District III.

To adjourn the closed session: The Board certifies, pursuant

to VA Code Sec. 2.2-3712, Subsection (D), that, to the best of each Board member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed, or considered in the meeting by the public body.