

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

AGENDA
March 6, 2018

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

I. Call to Order

II. Citizen Comment

III. Approval of Agenda

IV. Approval of Minutes

A. February 6, 2018

V. Monthly Financial Report

A. January 2018 Financial Report

VI. Old Business

A. Director's Report

VII. New Business

A. Operator Licensures

B. Unregulated Contaminant Monitoring Rule, Phase 4

C. VDOT-VDH Draft MOU

VIII. Matters from the Members of the Service Authority Board

IX. Adjournment

MINUTES

At a Regular Meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building thereof on Tuesday, the 6th day of March, 2018, at 11:00 a.m., the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT:

Claudia D. Tucker, Chair
L. J. Ayers, III, Vice-Chair
David W. Pugh, Jr., Supervisor
Kenneth M. Campbell, Supervisor
Jennifer R. Moore, 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 meeting to order at 11:00 a.m.

Chair Tucker advised that a closed session would be added to the agenda and re-numbered as IX. Closed Session.

II. Citizen Comment

Ms. Sandra Jackson, 150 Salt Creek Road, Madison Heights, Virginia, addressed the Board regarding a letter received by her and her husband dated July 13, 2000. Ms. Jackson advised that they had paid their share 22 years ago, however, the letter stated that a balance was due. Ms. Jackson asked why she was not notified if there was a change in the price.

Chair Tucker advised that Supervisor Ayers brought this matter to the Board's attention. She stated that the Board is working with the County Attorney, County Administrator and Service Authority Director to come up with some possible options.

III. Approval of Agenda

By motion of Supervisor Campbell and with the following cote, the Board approved the agenda for March 6, 2018 with the amendment to add a Closed Session.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
 NAY: None
 ABSENT: None

IV. Approval of Minutes

A. February 6, 2018

By motion of Supervisor Pugh and with the following vote, the Board approved the Minutes for February 6, 2018.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
 NAY: None
 ABSENT: None

V. Monthly Financial Report

A. January 2018 Financial Report

Director of Public Utilities Robert Hopkins provided the Board with the following report:

Compared to YTD 01/2017:

Water: Sales: +2.4% (would be higher - lack of new services)
 Total Revenue: -3.4% (would be +1.4%, not counting additional water sales, but for lack of new services)
 Connections: -60%
 Sales volume: Up 19% from 01/2017, 40% from 12/2017,
 34% from 11/2017, 26% from 10/2017

Sewer: Sales: +2.8% (would be higher - lack of new services)
 Total Revenue: -11.4% (would be +2.5%, not counting additional sales, but for lack of new services)
 Connections: Zero in January (\$10,420 in 01/2017)

W&WW Sales: +2.5%
 Total Revenue: -5.2% (would be +4.2% with 01/2017 connection fees, without figuring additional sales)

All Revenues: -5.1% (would be +1.7% with 01/2017 connection fees, without figuring additional sales)

Director Hopkins remarked that the lack of development is a contributing factor for low revenues, however, it does appear that is beginning to pick up.

VI. Old Business

A. Director's Report

1. Proposed DEQ wastewater treatment plant discharge rules changes – Director Hopkins reported that two bills in the legislature – SB344 and HB1374 – both propose postponement of Dept. of Environmental Quality (DEQ) adoption of proposed new rules for ammonia nitrogen limits in plant discharges.

Director Hopkins also reported that the Ivanhoe Forest Sewage Treatment Plant permit renewal application has been approved by DEQ. It will public-noticed in March and should be issued in April. The current permit expires in May.

2. Real estate purchases for the Source Water Protection Program – Director Hopkins reported that the 3.41-acre lot seller is working with Hopkins and the County Attorney and he anticipates this will close this month. The 0.83-acre lot seller has not responded to Director Hopkins since January.

3. Recent precipitation – Director Hopkins reported that the area has received 10.5 inches of rain so far in 2018, and the reservoir and Harris Creek are full. The 4" rain in early February washed out some stabilization stone near the impoundment dam on Harris Creek, but it will be repaired this year.

4. James River Bank Stabilization Project – Director Hopkins reported that the project is still on schedule for completion in 2018. The previously reported \$3M total project cost lately developed by the Corps of Engineers has dropped by \$200,000, which would drop ACSA's upcoming contribution by \$65,000. There should be more reductions later, from the construction bidding and over \$50,000 in credits from ACSA's real estate purchase and ACSA's and Hurt & Proffitt's participation in the project planning, design, and management.

5. Director evaluation – Director Hopkins submitted copies of evaluations of his 2017 performance done by ACSA management staff, for use by the Board in evaluating his performance last year.

6. New staff – Director Hopkins hired a meter reader in March and plans to advertise for the hiring of an apprentice for the construction crew later in March.

7. 2017 audit – Director Hopkins reported that the 2017 audit should be completed by the end of April 2018.

8. CVTC sewer bills – CVTC is looking for credits and refunds regarding their sewer bills, which they consider high, but there is no data available to corroborate their contention that the ACSA meters were significantly off; in fact, the service technician said the meters were working well. Director Hopkins got the two meters serviced and recalibrated and is waiting to see results from the next billing cycle. He sent CVTC the 2017 rainfall data for the area, the monthly trends of which match the sewer bills. This, in his opinion, indicates that the sewers are still in need of repair and are admitting stormwater and groundwater and causing an increase in their bill.

9. County-ACSA "business friendliness" – Director Hopkins has discussed this with the County Administrator, Planning/Zoning Director, EDA Director, and two EDA Board members, and with Lee Cobb, engaged by the EDA to perform a survey of County businesses, developers, and contractors. Mr. Cobb is tasked to develop a list of items to be considered to reduce the perception of the County as difficult to work with. Mr. Cobb will provide information and recommendations to Hansen by June 2018.

VII. New Business

A. Operator Licensures

Director Hopkins reported on several operator licensure advancements:

Michael Maynard, Water Treatment Operator Class 1, up from Class 2.
Hunter Glass, Water Treatment Operator, Class IV, up from Apprentice.

B. Unregulated Contaminant Monitoring Rule, Phase 4

Director Hopkins advised that every five years the EPA issues a list of unregulated contaminants to be monitored in the water system. ACSA has completed Phases 1 thru 3 of this testing and has started conducting Phase 4 testing to see if any of the contaminants on the new list are in the water.

Director Hopkins advised that ACSA will begin phase 4 testing in April 2018, which will go through 2019. The cost for the testing will be \$9,520, a reduction from the initial quote of \$12,400, negotiated by Hopkins due to ACSA already working with the lab from Phases 1 - 3.

C. VDOT-VDH Draft MOU

Director Hopkins advised the Board that the Virginia Water and Waste Authorities Association informed water and sewer authorities across the state that there was a draft MOU proposed by VDOT to the Department of Health. The MOU appeared to be an attempt by VDOT to circumvent utilities' participation in water and sewer relocations to facilitate VDOT road projects. Among other items, it said if VDOT needed to move a water or sewer line, VDOT would have carte blanche to do this and it would become the responsibility of all utilities to pay for the cost. The draft MOU resulted in an uproar among utility directors opposing it.

Director Hopkins said he talked to the new Director of the VDH Office of Drinking Water, who assured him that, as written, the MOU would never be signed by VDH-ODW. He is working with VDOT on a re-draft that would focus solely on improving communications among all parties with a stake in VDOT road improvement projects.

Director Hopkins advised this was for the Board's information and no action was required at this time.

VIII. Matters from the Members of the Service Authority Board

Supervisor Moore had no matter to discuss.

Supervisor Campbell had no matter to discuss.

Supervisor Ayers commented on Ms. Jackson's water issue and requested that the Board resolve this matter.

County Attorney Lockaby provided several options for the Board to consider, which the Board continued a discussion.

Chair Tucker said that this issue should be addressed at the Board of Supervisors meeting at 1:00 o'clock today. She advised that the Board of Supervisors would amend that agenda to accommodate further discussion of the issue.

Supervisor Pugh has no matter to discuss.

Chair Tucker had no matter to discuss.

IX. Closed Session

A. A closed session, pursuant personnel exemption Section § 2.2-3711 (A)(1) of the Code of Virginia, to discuss the evaluation of an employee.

Supervisor Moore moved that the Amherst County Service Authority Board convene in closed session pursuant to personnel exemption Section § 2.2-3711 (A)(1) of the Code of Virginia, to discuss the evaluation of an employee.

AYE: Mrs. Tucker, Mr. Pugh, Mr. Ayers, Mr. Campbell and Ms. Moore
 NAY: None
 ABSENT: None

Supervisor Moore motioned to come out of closed session which was approved with the following vote:

AYE: Mrs. Tucker, Mr. Pugh, Mr. Ayers, Mr. Campbell and Ms. Moore
 NAY: None
 ABSENT: None

CERTIFICATION OF CLOSED MEETING

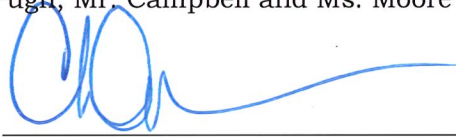
Supervisor Campbell moved that the Amherst County Service Authority Board certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Mrs. Tucker AYE
 Mr. Pugh AYE
 Mr. Ayers AYE
 Mr. Campbell AYE
 Ms. Moore AYE

X. Adjournment

By motion of Supervisor Campbell and with the following vote, the Board adjourned at 11:33 a.m.

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



Claudia D. Tucker, Chair
Amherst County Service Authority Board



Dean C. Rodgers, Secretary