

BOOK 7



AMHERST COUNTY SERVICE AUTHORITY BOARD

A G E N D A

MARCH 1, 2016

ADMINISTRATION BUILDING - 153 WASHINGTON STREET - SCHOOL BOARD ROOM
11:00 A.M.

- I. Call to Order**
- II. Approval of Agenda**
- III. ACSA Resolution Honoring Roger J. Ford, Jr.**
- IV. Approval of Minutes**
 - A. January 5, 2016
 - B. February 2, 2016
- V. Monthly Financial Report**
 - A. January 2016
- VI. Re-appropriation of Project Funds budgeted in 2015**
- VII. Rehabilitation of the Rocky Hill Rd. Sewer and possible portion of the sewer lines north of Route 210**
- VIII. Fiscal Agent Services Agreement**
- IX. Renewed Succession Planning Efforts**
- X. Matters from Members of the Service Authority Board**
- XI. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board of Amherst County and held at the Administration building on Tuesday, the 1st day of March, 2016, at 11:00 a.m. at which the following members were present:

BOARD OF SUPERVISORS:

PRESENT: John A. Marks, Jr., Chairman
David W. Pugh, Jr., Vice-Chair

ABSENT: None

Claudia D. Tucker, Supervisor
L. J. Ayers, III, Supervisor
Kenneth M. Campbell, Supervisor

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

I. Call to Order

Chairman Marks called the Amherst County Service Authority Board meeting to order for March 1, 2016 at 11:00 a.m.

II. Approval of Agenda

By motion of Supervisor Ayers and with the following vote, the Board amended the Agenda by adding Item IX., Lee Property Easement Exchanges, and moving all items that follow down one number.

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

III. ACSA Resolution Honoring Roger J. Ford, Jr.

Chairman Marks asked the family of Roger J. Ford, Jr. to come forward. Chairman Marks read the resolution to the Ford family and presented a framed copy to Mrs. Ford. Mrs. Ford expressed her appreciation and thanked the Board. (See Attachment 1)

IV. Approval of Minutes

- A. January 5, 2016
- B. February 2, 2016

By motion of Supervisor Tucker and with the following vote, the Board approved the Minutes for January 5, 2016 and February 2, 2016.

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

V. Monthly Financial Report

Mr. French advised the Board that in January 2016, the Service Authority received almost the identical number of connections as at this time in 2015. Mr. French hoped things will pick up as the year goes forward.

VI. Re-appropriation of Project Funds budgeted in 2015

Mr. French explained all items listed are ongoing and have been moved out of 2015. These items will now need to be moved forward into 2016.

By motion of Chairman Marks and with the following vote, the Board approved the Re-appropriation of Project Funds budgeted in 2015

AYE: Mr. Marks, Mr. Pugh, Mrs. Tucker, Mr. Ayers and Mr. Campbell

NAY: None
ABSENT: None

VII. Rehabilitation of the Rocky Hill Rd. Sewer and possible portion of the sewer lines north of Route 210

Mr. French addressed the Board and asked for permission to move forward with awarding this project.

Mr. French advised the Service Authority maintains a non-dedicated reserve at a minimum of 50% to address any problems, emergencies and opportunities such as this. Mr. French recommended awarding not only the base bid but also Alternatives A and B at these bid prices instead of paying a significant cost later.

By motion of Vice-Chair Pugh and with the following vote, the Board authorized the Director to award the contract for the Base Bid plus Alternates A and B to Prism Contractors & Engineers, and appropriate an additional \$269,865 to Sewer Line Rehab and \$31,560 to Sewer Line Rehab-Prof Services.

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

VIII. Fiscal Agent Services Agreement

Mr. French stated that the Board authorized staff along with the Treasurer to create an agreement to continue fiscal agent services the Treasurer currently provides. The total cost for staff to continue to provide this service will be \$20,770.60. The County Attorney will see that an agreement is executed. The auditors have advised the fees are not unreasonable for services rendered and also addressed the security issue of using an outside contractor that potentially could cause hacking of the computer system. Mr. French recommended continuing with the Treasurer's services.

Supervisor Tucker expressed her concern regarding compensation since the job was currently being performed by the Treasurer's office. She stated she was concerned there are many staff doing more with less as well as a shortfall in the County's budget and additional projects that need to be done.

Vice-Chair Pugh said he thought this service was to be paid as a bonus and without benefits. Mr. French stated the Treasurer asked that benefits be included and believed this compensation was appropriate.

Supervisor Ayers commented that the original figure brought before the Board for discussion was \$5,900. It was brought back again for further discussion with the Treasurer's figure of \$9,000 - \$10,000. The fringes have now been attached with a figure of \$20,770.60. Supervisor Ayers stated he believed this amount would not be less if a third party provided the same service.

Mr. French stated that the Auditors have advised us auditing costs will also go up if any outside contractor is retained for this work.

Chairman Marks said that when requested to provide the full scope of the work the Treasurer found he spent significantly more time on the work than estimated when the original figure was first proposed.

Supervisor Campbell remarked that the fringes are expensive but thought it would be more expensive if this work was sent out to a third party.

Mr. French stated that the Treasurer agreed this amount would be the maximum he will charge during his term in office, even if an outside contractor's price should prove higher.

Supervisor Tucker said she was more comfortable with this as an appropriation to the department and not an appropriation to two individuals.

Vice-Chair Pugh asked where the money was coming from to pay for this. Mr. French advised the money will come out of the Service Authority's budget.

By motion of Chairman Marks and with the following roll call vote, the Board authorized execution of two copies of the agreement and after all parties have signed, return of the original to the Secretary and Treasurer, plus a copy to the Accounting Department to establish a budget line titled "Fiscal Agent Services" at \$20,770.60.

Roll Call Vote

Chairman Marks - AYE
Supervisor Campbell - AYE
Supervisor Ayers - AYE
Supervisor Tucker - NAY
Vice-Chair Pugh - NAY

The Board agreed this agreement would be effective February 1, 2016.

IX. Lee Property Easement Exchanges

Mr. French provided information to the Board regarding an unclaimed "phantom strip" of property that does not belong to the Lee family or to the County. The Lee property is located at the Rt. 210 and Riverview Road intersection. Mr. French explained that the Lee family, in order to use their land located 4.3 acres, located south of Rt. 210, will need an ingress/egress easement across County property and a quit claim of this "phantom strip".

Mr. French explained the Lee family proposed the "phantom strip" be quit claimed by the County in exchange for a 20 ft. wide public utility easement on the "phantom strip", an easement for shoreline restoration on the James River, and an ingress/egress easement to the James River Sewer Interceptor from Fertilizer Road.

The Board discussed several issues and concerns. Ms. Bowyer informed the Board that a resolution would be appropriate, structuring the process to resolve the easement issues and would lay out all transfers.

By motion of Chairman Marks and with the following vote, the Board moved that the County Attorney prepare a resolution structuring a process for resolving the easement issues as described by the Public Utilities Director at the March 1, 2016, Service Authority meeting.

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

X. Renewed Succession Planning Efforts

Mr. French addressed the Board and advised he readjusted the advertisement for the Water/Wastewater Utilities Assistant Director and included a B.S. licensed operator qualification alternative.

Mr. French advised he will advertise the vacancy and have the ad circulated throughout the Mid-Atlantic States.

XI. Matters from Members of the Service Authority Board

Supervisor Campbell had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Supervisor Tucker had no matter to discuss.

Chairman Marks had no matter to discuss.

Vice-Chair Pugh thanked Mr. French and the Service Authority for the good quality of our community's water and its low turbidity.

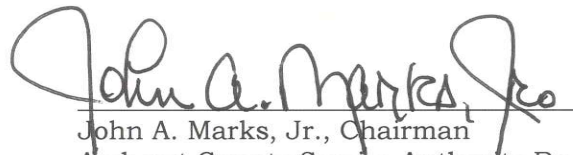
XII. Adjournment

By motion of Supervisor Ayers and with the following vote, the Board adjourned.

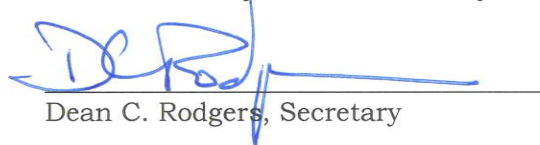
AYE: Mr. Marks, Mr. Pugh, Mrs. Tucker, Mr. Ayers and Mr. Campbell

NAY: None

ABSENT: None



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



Dean C. Rodgers, Secretary



Amherst County Service Authority Board
County Resolution No. 2016-A-0001-R

For consideration on February 2, 2016

A RESOLUTION, NO. 2016-A-0001-R

A resolution, honoring the service of Roger J. Ford, Jr., Senior Water Treatment Plant Operator, to the Amherst County Service Authority for the period from July 1986 to December 2015.

Approved as to form by the County Attorney

BE IT RESOLVED BY THE AMHERST COUNTY SERVICE AUTHORITY BOARD:

I. That the Amherst County Service Authority Board recognizes and wishes to honor the long and dedicated community service of Roger J. Ford, Jr., the Authority's Senior Water Treatment Plant Operator, as follows:

WHEREAS, Roger J. Ford, Jr., began his employment with the Authority in July 1986, as an Apprentice Water Treatment Plant Operator; and

WHEREAS, through both work experience, and examination by the Commonwealth's Department of Professional and Occupational Regulation, Mr. Ford progressively earned three levels of Water Treatment Operator licensure between 1987 and 1995, culminating a Class 1 license, the highest level achievable; and

WHEREAS, through cross training experience, and examination, Mr. Ford also became a licensed Wastewater Treatment Plant Operator in 1996; and

WHEREAS, in 1998 Mr. Ford received his Water and Wastewater Career Studies Certificate from Central Virginia Community College; and

WHEREAS, Mr. Ford has been a dynamic and essential part of the Authority's team, efficiently handling a large and diverse array of daily and periodic duties to ensure a healthy and safe public water supply for the Amherst County community; and

WHEREAS, Mr. Ford readily shared his knowledge in the training of new employees, where his skill and care in mentoring them clearly demonstrated his inner strengths and devotion to others; and

WHEREAS, Mr. Ford for decades consistently and faithfully provided exemplary service to the Authority, his co-workers, and the Amherst County community, and he is sorely missed by all who knew him.

NOW, THEREFORE, BE IT RESOLVED BY THE AMHERST COUNTY SERVICE AUTHORITY BOARD:

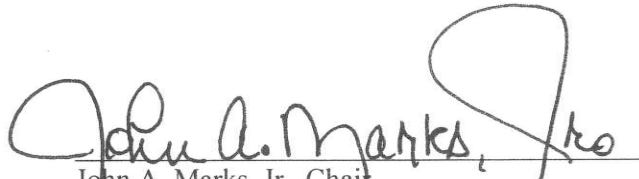
That the Board recognizes and wishes to express its utmost appreciation and most grateful and heartfelt thanks for Roger J. Ford, Jr., and his commitment to the citizens of Amherst County.

BE IT FURTHER RESOLVED:


That the Secretary of the Service Authority is directed to prepare a copy of this resolution for presentation to the family of Roger J. Ford, Jr., as an expression of the County's appreciation for his services.

II. That this resolution shall be in force and effect upon adoption.

Adopted this 2nd day of February, 2016.


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

ATTEST:


Dean C. Rodgers, Secretary
Amherst County Service Authority Board

Ayes 5

Nays 0

Abstentions 0