

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

May 3, 2016

Administration Building - 153 Washington Street - School Board Room
11:00 A.M.

Agenda

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. April 5, 2016
- IV. Introduction of ACSA's New Assistant Director**
- V. VRS Employer Contribution Rate Election Resolution for Political Subdivisions**
- VI. Presentation of 2015 Audit**
- VII. Monthly Financial Report**
 - A. March 2016
- VIII. 2015 VDH Award of Excellence**
- IX. Matters from Members of the Service Authority Board**
- X. Closed Session**
 - A. Virginia Code § 2.2-3711 (A)(1), to discuss the performance of the Director of Public Utilities.
- XI. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building on Tuesday, the 3rd day of May, 2016, at 11:00 a.m., the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT: John A. Marks, Jr., Chairman
David W. Pugh, Jr., Vice-Chair
Claudia D. Tucker, Supervisor
L. J. Ayers, III, Supervisor
Kenneth M. Campbell, Supervisor

ABSENT: NONE

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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

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

II. Approval of Agenda

By motion of Supervisor Tucker and with the following vote, the Board approved the Agenda for May 3, 2016.

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

III. Approval of Minutes

A. April 5, 2016

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

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

IV. Introduction of ACSA's New Assistant Director

Mr. French introduced Robert A. Hopkins as ACSA's new Assistant Director and provided a bio on Mr. Hopkins. Mr. French stated he was delighted to have Bob on his staff who will begin full time June 1.

V. VRS Employer Contribution Rate Election Resolution for Political Subdivisions

Mr. French advised ACSA has never taken any discounts available with VRS that would actually cost more. The Service Authority has always been adequately funded in the budget for VRS. Mr. French recommended that the Board proceed with the 7.16% contribution.

By motion of Chairman Marks and with the following vote, the Board instructed staff to proceed with planning for the default employer contribution rate of 7.16%.

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

VI. Presentation of 2015 Audit

Ms. Susan Chapman of BrownEdwards presented to the Board the 2015 Audit and indicated this is her second year doing the audit for the Service Authority.

Ms. Chapman presented an overview and commented on several issues: the financial statement unmodified opinion is good; cash remains stable and did increase a little, no big drops; meeting all operating expenses (water and sewer); big changes happening with GASB 68 with adding the

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pension; remarked on the management letter regarding segregation of duties and commented that some issues will be hard to resolve without additional staff, but some of these issues do overlap with the County's by about 70%; and commented the Service Authority has begun working on an accounting manual.

Ms. Chapman asked if the Board had any questions regarding the audit. She indicated she would be available by email or telephone to answer those.

Chairman Marks thanked Ms. Chapman for her report.

VII. Monthly Financial Report

A. March 2016

For information only.

VIII. 2015 VDH Award of Excellence

Mr. French advised that each year the Virginia Department of Health recognizes surface water utilities that consistently produce water better than federal/state regulatory standards require.

Mr. French said the Service Authority has received this award every year since it has been in existence and this year the award was at the silver level rather than a more typical bronze. Mr. French remarked that he has a great staff and would like to recognize them.

By motion of Supervisor Ayers and with the following vote, the Board authorized the Director of Public Utilities to issue a letter of acknowledgement/commendation to ACSA staff members, complimenting them on their performance.

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

IX. 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.

Vice-Chair Pugh had no matter to discuss.

Chairman Marks had no matter to discuss.

X. Closed Session

A. Virginia Code § 2.2-3711 (A)(1), to discuss the performance of the Director of Public Utilities.

Supervisor Campbell moved that the Amherst County Service Authority Board convene in closed session pursuant to the personnel exemption at § 2.2-3711 (A)(1) of the Code of Virginia to discuss the performance of the Director of Public Utilities.

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

Chairman Marks motioned to come out of closed session and was approved with the following vote:

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

CERTIFICATION OF CLOSED MEETING

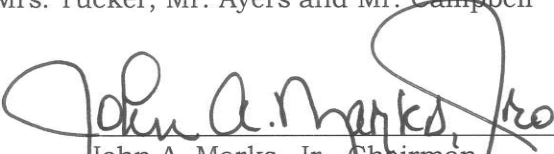
Supervisor Campbell moved that the Amherst County Service Authority Board certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion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


Mr. Campbell AYE
Mr. Marks AYE
Mr. Pugh AYE
Mrs. Tucker AYE
Mr. Ayers AYE

XI. Adjournment

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

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



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


Dean C. Rodgers, Secretary