



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

March 3, 2020

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. Minutes – February 4, 2020
- V. Monthly Financial Report**
 - A. January 2020 Financial Report
- VI. Old Business**
 - A. Executive Director's Report
- VII. New Business**
 - A. Maintenance Supervisor Donnivan Justis
 - B. ACSA-County Treasurer Contract for Fiscal Services 2020-2023
 - C. Appropriations and Re-Appropriations
 - D. 2019 Audit
 - E. Westbriar Wastewater Treatment Plant NPDES Permit Renewal
 - F. Graham Creek Reservoir Dam Improvements Project
 - G. Executive Director's Schedule
- VIII. Matters from the Members of the Service Authority Board**
- IX. Closed Session**
 - A. A closed session, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, to evaluate the 2019 performance of the ACSA Executive Director.
- X. Certification of Closed Session**
- XI. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 3rd day of March 2020, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Claudia D. Tucker, Chair Jennifer R. Moore, Vice Chair David W. Pugh, Jr., Director Tom Martin, Director L. J. Ayers, III, Director (arrived at 1:45 p.m.)	ABSENT: None
---	--------------

STAFF PRESENT: Robert A. Hopkins, PE, ACSA Executive Director/ACSA Board Secretary
Glenn Micklem, ACSA Operations Manager
Michael W. S. Lockaby, Amherst County Attorney
Regina M. Rice, Legal/Executive Assistant/Clerk to Boards

I. Call to Order

Board Chair Tucker called the meeting to order at 1:34 p.m.

II. Citizen Comment

There was no public comment.

III. Approval of Agenda

By motion of Director Moore, and with the following vote, the ACSA Board approved the agenda for March 3, 2020.

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

IV. Approval of Minutes

By motion of Director Martin, and with the following vote, the Board approved the minutes of the February 4, 2020 ACSA Board meeting:

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

Director Ayers arrived at 1:45 p.m.

V. Monthly Financial Report

A. January 2020 Financial Report

Hopkins began by noting that January was not a good start to 2020; almost all numbers were negative compared to January 2019 and there were no water or sewer connections made. He noted that the poor showing could be attributable to which water meters were read for January billing; most ACSA connections are residential,

which are read bi-monthly, so not all the same number and type of meters are read every month. He said another contributing cause was the continuing reduction of Central Virginia Training Center billings, as the facility nears mid-2020 closure. Compared to January 2019:

1. Water

Revenues:	Sales	-3.9%
	Total Revenues	-3.2%
Connections:		-22.1%
	0 new connections so far in 2020.	
	2020 new water connections:	
	0.00% of 2019 total of 33	
	0.00% of annual 5-year average of 22.4	
	0.00% of pre-recession average of 65	

2. Wastewater

Revenues:	Sales:	-28.0%
	Total Revenues:	-26.7%
Connections:		-28.0%
	0 new connections in 2020	
	2019 new sewer connections:	
	0.00% of 2019 total of 15	
	0.00% of annual 5-year average of 8.6	
	0.00% of pre-recession average of 15	

3. Combined Water and Wastewater

Sales:	-10.7%
Revenues:	-9.6%
All Revenues:	-9.8%

4. Summary: Slow start for 2020 attributable to a combination of the following:

- * Which meter books were read for January billing. Business meters are read every month, but only constitute 7.7% of ACSA customers. Residential meters are read every other month, so not all the same meters are read every month. A smaller number of meters or larger percentage of residential meters as opposed to business meters could result in less water usage being billed.
- * Continued implementation of low flow plumbing fixtures in new development.
- * Continued slowdown to mid-2020 closure of Central Virginia Training Center, with appurtenant reductions in water and sewer usage and ACSA billings.

VI. Old Business

A. Director's Report

Hopkins provided the Board updates on items from past meeting discussions.

1. James River Bank Stabilization

- * Hopkins is still waiting for USA Corps of Engineers responses to his questions regarding ACSA maintenance of the completed construction project.
- * Hopkins continues to monitor new erosion areas on both side of the finished project and talking to the Corps about possible future project(s). He is also working with Hurt & Proffitt on the problems.
- * Hopkins continues to work with the Corps of Engineers on a nationwide

permit which will allow ACSA to perform temporary repairs, but has been recently delayed by the work on the 2019 financial audit.

2. Water and Sewer Projects

- * Old Town Madison Heights Sanitary Sewer CDBG Grant Rehabilitation
 - ACSA received a \$217,746.75 reimbursement in February from DHCD thru County Finance Dept. Total reimbursed to date of \$500,000 grant is \$449,314.75. All DHCD grant money and ACSA grant match money is spent, along with \$63,421.10 of additional ACSA appropriation of \$80,000.
 - Hopkins reported that project closeout is expected after completion of final reconciliation change order and contractor payment request. Unit price contract is paid by the number of “units” completed by contractor, which can change during construction. Final reconciliation change order will finalize the actual units completed.
- * Woodvue Dr. Water Line Replacement
 - Little progress since last Board meeting.
 - Phase 1 Rte. 29 pavement problem is not yet resolved, due to weather delays. Hopkins extended the VDOT permit and will meet with VDOT 3/4 to re-schedule the repair work.
- * Sanitary Sewer Extensions – American Legion Hall Area
 - Easement acquisitions have resumed.
 - Phase 1 construction scheduled for spring 2020.
- * Old Madison Sewage Pump Station Upgrade
 - New controls and equipment were installed in January.
 - Hurt & Proffitt completed a site survey, with which Hopkins will work on site improvements (new security fence, improved access road, etc.).
- * Reservoir Primary Spillway Repairs
 - Sluice gate repairs scheduled for summer 2020.
- * Water and Sewer Relocations for VDOT Woodys Lake Road Improvements
 - Hopkins and H&P are working on VDOT review comments on utilities relocations plans. Bidding scheduled for early spring 2020; construction scheduled to be done by end of summer. Hopkins needs to obtain a few water and sewer easements first.
- * Phelps Road Water Line Extension (for school redevelopment project)
 - Hurt & Proffitt design in progress. Hopkins meeting with VDOT tomorrow to discuss. Construction scheduled for spring-summer 2020, to have water line in place for autumn pre-leasing by developer.
 - Hopkins will request an appropriation for the design and construction later (see New Business).
 - Board members described school project walk thru at noon today. Tucker and Moore both expressed complete satisfaction with progress.

3. Business Friendliness Initiative (Board-adopted priorities)

- * Priority 1a – 1d Water and sewer availability fees policy evaluation

- Hopkins is working on the rates and fees benchmarking study, with a scheduled April Board meeting presentation.
- * Priority 2 Major upgrade to communications efforts:
 - Nothing new since last Board meeting
- * Priority 3 Clear policy regarding ACSA construction of water & sewer lines
 - Nothing since last Board meeting.
- * Priority 5 ACSA Board re-organization
 - 4 of 7 candidates interviewed from first citizen member advertisement; 1 selected to be appointed; Supervisors' decided to re-advertise for 2nd position.
 - 2nd advertisement closed 2/28. Five Letters of Interest received. Supervisors meeting in closed session today to discuss who and when to interview.
 - Re-revised ACSA Board Charter presented for adoption. Tucker questioned County Attorney Lockaby about whether it needed to be adopted today; he said no. Director Martin made a motion for adoption, which passed 5-0.

 AYE: Mrs. Tucker, Ms. Moore, Mr. Ayers, Mr. Pugh, and Mr. Martin
 NAY: None
 ABSENT None
 ABSTAIN: None
- * Priority 6 ACSA Water Office updates
 - Hopkins reported continuing to work with engineers Hurt & Proffitt (exterior site improvements) and architects Dominion 7 (building updates). Hopkins' idea for a customer-convenience drive-thru window may be superseded by his followup idea to install a pneumatic tube to deliver materials back and forth from customers to ACSA clerks, which would save much money in site pavement improvements to make the drive-thru window work.

VII. New Business

A. ACSA Maintenance Supervisor Donnivan Justis

- * Hopkins reported on the memorial service Friday and thanked Board members for helping with the service and sending flowers as Supervisors; ACSA provided food for the service.
- * Hopkins asked for Board consensus approval to proceed with advertising to fill the now vacant position, which the Board members provided.

B. ACSA-County Treasurer Contract for Fiscal Services

- * The County Board of Supervisors approved the contract at its February meeting. Hopkins was directed to bring the contract to the ACSA Board for approval at its March meeting.

The was no motion made by the Board. Chair Tucker signed the agreement.

C. Appropriations and Re-Appropriations

- * Hopkins described the reason for the request for the appropriation for the Phelps Road School water line extension: the Supervisors designated the \$90,000 to ACSA for the design and construction in December. Hurt & Proffitt is working on the design; the construction needs to be done spring 2020 to have the line in when the developer starts pre-leasing apartments in autumn 2020. Hopkins provided the

appropriate pages from the amended 2020 budget to show the line items provided by the County Finance Dept. and how he split up the \$90,000 among them.

- * By motion of Director Ayers, and with the following vote, the Board approved the requested appropriation of revenue for the water line extension to the Phelps Road School Apartments as presented.

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

- * By motion of Director Ayers, and with the following vote, the Board approved the requested re-appropriation of 2019 monies that were left over at the end of the 2019 budget year in budget line items for work that was not completed in 2019, so the work could be continued in 2020 without adverse impact to the 2020 budget.

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

D. 2019 Audit

- Hopkins reported that the 2019 audit of ACSA's budget and finances by Brown & Edwards is well underway. B&E started earlier than normal – they performed the materials inventory audit the first week of 2020 and were onsite at the Water Office the 2nd week of February. He reported receiving an email today from the audit team leader that, except for the updated depreciation schedule, the auditors have received all requested information from ACSA staff and Hopkins plans to get the schedule to them before the end of the week. He said he does not know where the auditors in their work with the County Finance Dept., but he believes the audit may be completed earlier than normal.

E. Westbriar Wastewater Treatment Plant NPDES Permit Renewal

- Hopkins reported that the VA Dept. of Environmental Quality issued the NPDES permit renewal.
- Director Pugh asked about the previously discussed polishing pond bypass line and decommissioning and removal of the pond. Hopkins replied that he is still going over the new permit; DEQ changed permit writers in the midst of permit renewal preparation and Hopkins is working with the new permit writer.
- Pugh then asked for an update on previously discussed preliminary plans to shut down and remove the entire plant, replacing it with a pump station. Hopkins replied that that is the plan, maybe 10-15 years in the future, for Westbriar and also for the Ivanhoe Forest Wastewater Treatment Plant on the other side of Winesap Road. Both were installed in the 1970s; ACSA took over Westbriar after the developer turned it over to the neighborhood homeowners' association and the HOA petitioned the Board of Supervisors for help. Ivanhoe Forest was installed with the original intention that ACSA own, operate, and maintain it. Hopkins noted that both pump station replacement projects are being planned with anticipated DEQ grant funds from a law initiated by Hopkins with the VA Association of Municipal Wastewater Agencies and passed by the General Assembly in 2019.

F. Graham Creek Reservoir Dam Improvements Project

- Hopkins reported that he is working with engineers Hurt & Proffitt, financial consultants Davenport & Co., and bond attorneys Sands-Anderson on the design and the bonds issuance and loans to finance the project.
- In a 2/21 conference call:
 - * A preliminary estimate of \$5.5M was set for the bonds and loans, based on Hurt & Proffitt's \$4.7M pre-design preliminary construction cost estimate and engineering services (attached).
 - * A reimbursement resolution (template attached) to allow H&P to proceed with design before the bonds and loan, with ACSA getting reimbursed from the bonds and loan proceeds when executed, will be presented to the ACSA Board by Davenport & Co. at the 4/7 Board meeting.
 - * The project financing resolution will be presented to the ACSA Board by Davenport & Co. at its June 2 meeting.
 - * Design is preliminarily scheduled for April-October 2020.
 - * VA Dept. of Conservation & Recreation review of the bid/construction documents is preliminarily scheduled for September-December 2020.
 - * Construction bidding and contracting is preliminarily scheduled for January-April 2021.
 - * Construction is preliminarily scheduled for May 2021-June 2022.
- Director Pugh provided a brief history of the project for soon-to-be-appointed ACSA Board citizen member Wesley Woods, who attended the meeting. Pugh reported that the VADCR revised certain regulations several years ago regarding maximum precipitation events and required dam criteria to accommodate them. He said the ACSA reservoir dam crest must be raised and the emergency spillway widened, at ACSA cost, as this is an unfunded mandate from State government.
- Hopkins asked the consultants about the benefits of including in the 2020 bond issuance the next major ACSA capital improvements project, the James River tertiary raw water intake required by the VA Dept. of Environmental Quality as a condition in the ACSA water plant Harris Creek primary raw water intake permit. That project is currently scheduled to start immediately following completion of the dam improvements project in 2023. Hopkins thought that including the work in the 2020 bond issuance might be beneficial in multiple ways (time, effort, cost savings, etc.) compared to a separate second bond issuance for the river project. The consultants agreed and said they would research it and be ready to discuss at the April ACSA Board meeting.
- Director Moore noted all the work being performed by Hopkins and asked if he was getting, or could get, help from other ACSA staff, or if the vacant Assistant Director's position would be filled in the near future. Hopkins replied that he has been and is doing all of it right now, because the work is specialized and requires training and experience; he could get other ACSA staff to help, but that would only add to the workload, as he would have to train staff, monitor and supervise, answer questions, and then review. He reminded Moore of his previously stated goal of hiring an Assistant Director/Engineering Manager in mid-2020 and said he is working on filling construction crew vacancies which the Board recently authorized, and would start working on filling the AD/EM position as soon as those positions were filled.

G. Director's Schedule:

- 3/2 County staff meeting
- 3/2 CVTC re-development meeting, Lynchburg
- 3/3 ACSA Board monthly meeting
- 3/3 Board of Supervisors monthly meeting
- 3/4 Leadership Group (County staff) meeting
- 3/5 Hurt & Proffitt projects meeting, Lynchburg
- 3/7 Virginia Lakes & Waters Association Dam Owner Training, Richmond (all day Saturday)
- 3/9 James River Association Consortium, Scottsville
- 3/10 Development site meeting with engineer
- 3/16 Virginia Water & Wastewater Authorities Association meeting, Staunton
- 3/17 American Water Works Association Drinking Water Quality seminar, Richmond
- 3/17 Board of Supervisors monthly meeting
- 3/19 County staff meeting
- 3/19 American Society of Civil Engineers meeting, Lynchburg
- 3/23 CVTC re-development meeting
- Hopkins added another item at the meeting that came up after the Board meeting agenda was finalized:
 - 3/27 Virginia Association of Municipal Wastewater Authorities meeting, Richmond

VIII. Matters from the Members of the Service Authority Board

Board Chair Tucker had no matter to discuss.

Board Vice Chair Moore had no matter to discuss.

Director Pugh had no matter to discuss.

Director Martin had no matter to discuss.

Director Ayers had no matter to discuss.

IX. Closed Session

- A. A closed session, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, to evaluate the 2019 performance of the Executive Director.

Director Pugh motioned that the Amherst County Service Authority Board convene in closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, to evaluate the 2019 performance of the Executive Director.

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

The record reflected that Mr. Wesley Wood joined the Board in the closed session.

Director Pugh motioned that the Amherst County Service Authority Board come out of closed session.

AYE: Mrs. Tucker, Ms. Moore, Mr. Ayers, Mr. Pugh, and Mr. Martin

NAY: None
ABSENT: None
ABSTAIN: None

X. Certification of Closed Session

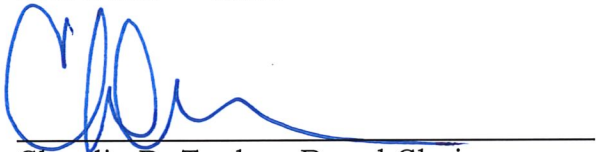
Director Ayers moved that the Amherst County Service Authority Board certified by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion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

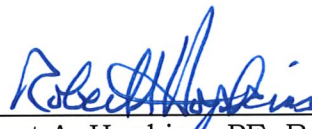
Mrs. Tucker AYE
Ms. Moore AYE
Mr. Pugh AYE
Mr. Martin AYE
Mr. Ayers AYE

XI. Adjournment

By motion of Director Ayers, and with the following vote, the Board adjourned at 2:37 p.m.

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



Claudia D. Tucker, Board Chair
Amherst County Service Authority Board

Robert A. Hopkins, PE, Board Secretary
Amherst County Service Authority Board

