

**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

June 2, 2020

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
1:30 p.m.

I. Call to Order

II. Citizen Comment

III. Approval of Agenda

IV. Approval of Minutes

A. Minutes - May 5, 2020

V. Monthly Financial Report

A. April 2020 Financial Report

VI. Old Business

A. Executive Director's Report

VII. New Business

A. Graham Creek Reservoir Dam Improvements
VA Dept. of Conservation & Recreation (DCR) Extension Request

B. Graham Creek Reservoir Dam Improvements
Project Financing Update - Davenport & Co. Presentation

C. ACSA-City Water Purchase Contract Renewal

D. ACSA On-Line Water and Sewer Bill Payments

E. VDOT Woodys Lake Road Improvements Project
ACSA Infrastructure Relocations at VDOT Cost

F. COVID19 Update

G. COVID19 Impacts to ACSA 2020 Calendar Year Budget

H. Miscellaneous Updates

I. Executive Director's Schedule

VIII. Matters from the Members of the Service Authority Board

IX. Adjournment

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 2nd day of June 2020, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Claudia D. Tucker, Chair ABSENT: L. J. Ayers, III, Board Member
Jennifer Moore, Vice Chair
David W. Pugh, Jr., Board Member
Tom Martin, Board Member

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

OTHERS PRESENT: Wesley Woods
Turner Perrow

I. Call to Order

Board Chair Tucker called the meeting to order at 1:30 p.m.

II. Citizen Comment

Ms. Deborah Woodfin of Madison Heights, Virginia addressed the Board regarding on-line billing payments and the fees. She asked the Board to consider eliminating the fee if residents choose paperless payment.

Ms. Woodfin asked about disruptions in the water service which has created a higher water bill for her to run extra water to clear her water up. She asked what was the procedure to notify customers when there is a disruption of service.

The public comment session was closed.

III. Approval of Agenda

By motion of Director Ayers, and with the following vote, the ACSA Board approved the agenda for June 2, 2020.

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

IV. Approval of Minutes

A. Minutes - May 5, 2020

By motion of Director Martin, and with the following vote, the ACSA Board approved the minutes for May 5, 2020 with the noted changes to Director Hopkins.

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

V. Monthly Financial Report

A. April 2020 Financial Report

This is a report to the ACSA Board by the ACSA Executive Director regarding financial issues. No Board actions is required.

*** Water**

- Sales up 22.6% (\$46,388) from March 2020
- Compared to April 2019:
 - * YTD sales down 8.4% (-\$87,331)
 - * YTD revenues down 4.8% (-\$53,741)
- New connections up 136.7% (+\$42,431)

*** Wastewater**

- Sales down 25.1% (\$18,720) from March 2020
- Compared to April 2019:
 - * YTD sales down 16.8% (-\$51,629)
 - * YTD revenues down 15.3% (-\$51,419)
- Connections down 53.2% (-\$13,660)

*** Combined Water and Wastewater**

- Sales up 9.9% (\$27,667) from March 2020
- Compared to April 2019:
 - * YTD sales down 10.4% (-\$138,960)
 - * YTD revenues down 7.2% (-\$105,160)

*** Total Revenues**

- Down 7.2% (-\$105,640)

* Summary:

- Total revenues down \$105,640, 2.1% of adopted budget. Not as bad as expected, and this is not all due to the pandemic impacts of mandated business closures and moratorium on late fees and service shutoffs due to unpaid water-sewer bills, but also to CVTC closing and using less water and disposing of less wastewater, less general water use by the public, and more use of low flow plumbing fixtures in new development.

VI. Old Business

A. Executive Director's Report

This is a report to the ACSA Board from the ACSA Executive Director regarding updates of past Board meeting discussions. No Board action is required.

1. James River Bank Stabilization

- * Nothing new since last Board meeting.

2. Infrastructure Projects

- * Old Town Madison Heights Main St. Sanitary Sewer Rehabilitation
 - Project closed by DHCD. Waiting to hear from Finance Dept. that final reimbursement check is received.
- * Woodvue Dr. Water Main Replacement
 - Nothing new since last Board meeting.
- * Lakeview Dr. Sanitary Sewer Extension
 - VDH submitted request for stimulus funding; only such request from this VDH District.
 - Easement documents mailed to all property owners. Two completed.
 - Project to be bid twice; one bid for directional bore sewer installation, one bid for all other work.
- * Old Madison Sewage Pump Station Upgrade

- Nothing new since last Board meeting.

* Reservoir Primary Spillway Repairs

- Project advertised May 17 for construction bids. Pre-bid meeting June 4. Bid opening June 18. Estimated \$75,000 project.
- Estimated completion October 2020.
- Benefits:
 - earthen dam storm protection (forecast of heavier than norm hurricane season in 2020)
 - DCR dam improvements schedule extension request

* VDOT Woodys Lake Road Improvements

- See New Business

* Phelps Road Water Line Extension

- VDOT approved plans, issued permit.
- Hopkins coordinating schedule and progress of work with Waukeshaw.
- ACSA crew started installation May 27.
- Directional bore to be done mid-June.
- Should be operational mid-July.

* VC Mobile Home Park

- Plans being developed to extend 12" water main down Colony Road to CVTC entrance and connection to CVTC water system. VDOT preliminarily approved.
- Hopkins drafting request letter to State for modification and temporary use of some CVTC water infrastructure and assistance with project costs.
- Benefits: maintaining VCMHP water starting CVTC redevelopment facilitation ACSA-City water systems interconnection

* Graham Creek Reservoir Dam Improvements

- See New Business

3. Business Friendliness Initiative

* Priority 1c Payment of High Availability Fees

- Hopkins contacted W4 Car Wash engineer.
Water use range: 2,125 - 12,750 gpd
County Code requires availability fee be based on system capacity (12,750 gpd), but that is when water re-use is down for maintenance, which is infrequent and short duration. Hopkins proposing assessing availability fee on lower figure, which will be daily. Requires Board approval of County Code "interpretation"; Hopkins will request Board for approval when W4 Car Wash developer provides acceptance of idea.
- * ACSA Communications Improvements
 - Customer email requests seeing results, with over 1,000 responses to date.
 - 2nd request to be mailed in June with annual Consumer Confidence Report.
- * Water Office Improvements
 - Customer convenience drivethru
 - * Site meeting May 12.
 - * Extensive communications between Hopkins and Dave McCormack, Waukeshaw Development.
 - * McCormack preliminarily approved easement and driveway thru school property May 26, asking completion of a survey and base sheet quickly to continue coordination. He wants this quickly, to be followed up by site grading in autumn, before new apartment tenants move in.
 - * Hopkins working with McCormack County Recreation & Parks Director Christian on re-routing driveway thru redeveloped County park property to new Williams Road park entrance.

VII. New Business

- A. Graham Creek Reservoir Dam Improvements
VA Dept. of Conservation & Recreation (DCR) Extension Request

This is a report to the ACSA Board by the ACSA Executive Director regarding the Graham Creek Reservoir Dam Improvements Project, including schedule and financing. Board action is required.

- * DCR informed Hopkins May 27 the DCR response to

ACSA's grant application for dam Emergency Action Plan updates and 2020 emergency tabletop exercise should be forthcoming in July.

* DCR-mandated dam improvements

- Hopkins has concerns about pandemic impacts on ACSA revenues and ability to continue project without using ACSA reserves. Requested Board approval to pursue a project extension from DCR.
- At May 2020 meeting, ACSA Board directed Hopkins to pursue extension.
- Hopkins mailed 1 year extension request May 18.
- DCR granted 1 year extension May 27. Further extension may be possible if needed later.

* Board decision on accepting DCR extension or proceeding with project as currently scheduled.

- Denial of extension

- * Project continues as current.
- * May 1 2020 applications to Virginia Resources Authority for new 2020 Bonds and refunding of 2012 Bonds gets processed.
- * Loan closing autumn 2020.
- * Design summer-autumn 2020.
- * DCR approval of plans winter 2021.
- * Construction bidding spring 2021.
- * Construction summer 2021 - 2022.

- Acceptance of extension

- * Project delay of 1 year.
- * May 1 bonds applications to VRA for summer 2020 pool for new bonds and 2012 bonds refunding to be pulled, for re-application in 2021.
- * Hopkins will work with Hurt & Proffitt on offer to proceed with design in 2020, but not invoice work until 2021.
- * New project schedule:
 - Design 2020-2021
 - Bonds application 2021
 - DCR plans approval 2021-2022
 - Construction bids spring 2022
 - Construction summer 2022 - 2023

* Benefits of accepting DCR extension:

- Pandemic and its impacts should be over, along with potential need to use ACSA reserves.
- Another year of fund raising.
- Delay of \$5 million project.

Whether the Board decides to accept the DCR extension or not, Hopkins needs Board approval of the Hurt & Proffitt, Inc. engineering services proposal for design, permitting, preparation of construction bid documents, and bidding services and a Board decision on whether to accept H&P's offer to proceed with design of the project in 2020, but not invoice for the work until 2021, to assist ACSA with addressing of pandemic financial impacts.

By motion of Director Pugh and with the following vote, the ACSA Board accepted the project extension offered by DCR and postpone the financial, bidding, and construction aspects of this project for at least 1 year.

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

By motion of Director Pugh and with the following vote, the Board accepted Hurt & Proffitt's engineering services proposal for the dam improvements project and directed the ACSA Executive Director to sign and return the proposal.

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

B. Graham Creek Reservoir Dam Improvements
Project Financing Update - Davenport & Co. Presentation

This is a presentation by R. T. Taylor, Davenport & Co., to the ACSA Board, if the Board decides to not accept the DCR project extension. The presentation will include financing of the reservoir dam improvements project, getting Board approval to proceed with 2020 bonds issuance, 2012 bonds refunding, loan, and related matters.

If the ACSA Board decides to not accept the DCR offer of a 1-year project extension, the May 1, 2020 applications to Virginia Resources Authority for new 2020 bonds and refunding of 2012 bonds need to continue. Mr. Taylor will give the Board an update on process, schedule, and alternatives, and respond to questions.

If the Board proceeds the project, the following documents must be approved by the Board:

New 2020 Bonds:

- * Resolution 2020-A-0004-R
- * ACSA-County-VRA Support Agreement

* Local Bonds and Financing Agreement

Refunding 2012 Bonds:

- * Resolution 2020-A-0005-R
- * ACSA-County-VRA Support Agreement
- * Local Bonds and Financing Agreement

The Board did not take any action on this matter.

C. ACSA-City Water Purchase Contract Renewal

This is a report to the ACSA Board by the ACSA Executive Director regarding renewal of this contract. Board action is required.

The 2007 contract with the City of Lynchburg for ACSA to purchase water will expire June 30, 2022 and requires that, by June 30, 2020, each party notify the other of its intent to renew or terminate the contract. The Executive Director forwarded to Board members in mid-May, for review, a draft notification letter of intent to renew the contract.

The Central Virginia Training Center was the focus of the contract and its closure by the State, currently scheduled for mid-2020, will remove the main existing need for water purchase. However, ACSA has other customers that are supplied by the City, including VC Mobile Home Park, the County River Edge Park, and businesses in that area, and will need to continue providing them water services and fire protection with City water in the short term. ACSA is also pursuing an inter-connection of the ACSA and City water systems, to provide ACSA system sustainability in case of an emergency at the ACSA water plant. Further, while ACSA intends to supply water for the redeveloped CVTC campus with its own infrastructure, the City supply may also be needed for adequate volumes and pressures of water and fire protection. For these reasons, ACSA should renew the contract after negotiations of new contract terms to address these issues, as well as others as they are determined, including no minimum water quantity purchase.

By motion of Director Moore and with the following vote, the Board directed the ACSA Board direct the Executive Director to sign the renewal intent notification letter and mail it to the City of Lynchburg Water Resources Dept.

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

D. ACSA On-Line Water and Sewer Bill Payments

The ACSA Executive Director was directed by an ACSA Board member to put on the meeting agenda a discussion regarding ACSA policy(s) and practice(s) regarding on-line bill payments.

An ACSA customer contacted her ACSA Board representative regarding on-line bill payments. This was also a discussion at the May 2020 Board meeting. The Board member discussed the matter with the Executive Director and indicated her intent to

discuss the matter further at the June meeting.

The ACSA Executive Director was directed by an ACSA Board member to put on the meeting agenda a discussion regarding ACSA policy(s) and practice(s) regarding on-line bill payments.

Vice-Chair Moore asked that the Service Authority remove the three percent (3%) surcharge for bill payments.

Director Pugh said the Service Authority would lose three percent 3% of revenue and asked Director Hopkins to research this.

E. VDOT Woodys Lake Road Improvements Project
ACSA Infrastructure Relocations at VDOT Cost

This is a report to the ACSA Board by the ACSA Executive Director regarding ACSA infrastructure to be relocated and improved under a cost reimbursement of ACSA by another agency, requiring ACSA execution of a construction contract. Board action is required.

The ACSA Executive Director has been reporting to the ACSA Board for at least a year regarding progress on getting ACSA water and sewer infrastructure relocated to prevent it ending up beneath the pavement of relocated Woodys Lake Road. The Director succeeded in getting the VA Dept. of Transportation to alter its standing policy of not paying for public utility relocations and agree to reimburse ACSA for all engineering services and construction costs related to the relocations (see the attachments). At the same time, ACSA will take advantage of an opportunity to upgrade/upsue some of the lines and prepare for new extensions of lines into neighboring areas.

The construction project was bid in May, resulting in a single bid of \$1.3M. The bid exceeded the engineer's cost estimate, which itself exceeded the amount of money VDOT allowed for this work. ACSA had its engineer ask VDOT about re-bidding to try to get a contract within the VDOT funding allowance; VDOT said no, citing the need to complete the water and sewer relocations in 2020 to accommodate the 2021 road relocation.

The construction agreement is attached, as is Hurt & Proffitt's construction services agreement. The Executive Director needs ACSA Board direction to execute both and return them to proceed with the work.

By motion of Director Pugh and with the following vote, the Board approved that the \$1.3M construction contract for relocations of existing ACSA water and sewer lines to accommodate VDOT's Woody's Lake Road Improvements Project be approved and the Executive Director be authorized to sign it and proceed.

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

By motion of Director Moore and with the following vote, the Board approved the \$73,000 construction services proposal from Hurt & Proffitt for relocations of existing

ACSA water and sewer lines to accommodate VDOT's Woody's Lake Road Improvements Project be approved and the Executive Director be authorized to sign it and proceed.

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

F. COVID19 Update

This is a report to the ACSA Board by the ACSA Executive Director to provide an update on COVID19 impacts on ACSA and ACSA addressing of the pandemic.

Since the May Board meeting:

- * The second Public Service Announcement, approved by the Board at its May meeting, will be mailed with the annual Consumer Confidence Report in June.
- * A procedure for flushing hot and cold plumbing of closed businesses was provided to ACSA staff and forwarded to the New Era Progress for publication.
- * 50 re-usable cloth face masks were received and distributed to ACSA staff.
- * The Water Office public area was re-opened June 1, with requirements of 2 people, maximum, in the area at a time and 6' distancing, with face masks recommended. ACSA staff will wear face masks and gloves for the time being.
- * In May, staff attended 3 financial impact webinars and 4 weekly information conference calls.
- * Hopkins is working with the VA Dept. of Health on infrastructure stimulus funding for construction ready projects, related to the Lakeview Dr. Sewer Extension.

This is a report to the ACSA Board by the ACSA Executive Director to provide an update on COVID19 impacts on ACSA and ACSA addressing of the pandemic.

G. COVID19 Impacts to ACSA 2020 Calendar Year Budget

This is a report to the ACSA Board by the ACSA Executive Director regarding financial impacts to ACSA from the current pandemic. No Board action is required at this time. At the May 2020 ACSA Board meeting, the Executive Director expressed concerns about pandemic impacts on ACSA revenues and was told to review the 2020 budget and report on line items that could be pared to save money, if needed. Working with the Operations Manager, Treatment Manager, and Office Manager, the following items in the budget were identified as capable of being postponed until 2021 if concerns about ACSA revenue losses prove to be valid.

Line Item	Description	
91110-3910	Fleet truck purchase	\$31,825
91210-6280	Water Treat. - Pro. Serv.	\$ 4,120

91220-6255	Water Tank Maint. Contract	\$12,000
91310-3002	Sewage Pump - Pro. Serv.	\$ 5,000
91310-3280	Pump Station Repairs	\$10,000
91510-7270	Travel & Education	\$ 5,000
91510-7800	Vehicular Supplies	\$ 5,000
81300-6055	Sewer Replac. - Pro. Serv.	\$36,000
81300-7015	Water Office Improvements	\$15,000
Several	Staff salary	\$25,765

		\$149,710

These are "low-hanging fruit" that were quickly identified as postpone-able.

Other cost savings being pursued for 2020:

- * Lakeview Dr. sanitary sewer extension construction funding, up to \$250,000, with a construction-ready project stimulus funding;
- * Graham Creek Dam Improvements savings of \$134,330 in design services and \$15,000 financial professional services if the DCR 1 year project extension is accepted;
- * VC Mobile Home Park/CVTC Redevelopment/ACSA-City water systems inter-connection 12" water line extension on Colony Road, up to \$200,000;
- * VDOT Woodys Lake Rd Improvements Project, ACSA Water and Sewer Infrastructure Relocations, approximately \$1M in VDOT reimbursement of ACSA costs.

This is a report to the ACSA Board by the ACSA Executive Director regarding financial impacts to ACSA from the current pandemic.

Director Martin encouraged Director Hopkins to allow his staff continue with educational classes.

H. Miscellaneous Updates

This is a report to the ACSA Board by the ACSA Executive Director regarding ACSA staff matters and/or other miscellaneous issues. No Board action is required.

- * May 21 Virginia Tech online course
Enhancing Teamwork Thru Ethical Leadership
 - Attended by Bob Hopkins, Glenn Micklem, Dale Fulcher, David Fittro, Chris Cunningham, T. R. Saunders, John Stevens, Michael Maynard, Melissa Moorefield, and Harsh Sharma.
 - Addresses item in Hopkins' 2019 performance evaluation regarding taking a leadership class.
 - Addresses item in Hopkins' 2019 performance evaluation regarding ACSA succession planning.
- * June 2, 9, 16 online course

A Budgeting Guide for Local Government

- Hopkins is registered and will attend.
- Addresses item in Hopkins' 2019 performance evaluation regarding taking a budgeting class related to local government.

* June 11 VRWA webinar

Managing Up - Managing Down: Building Better Communications Skills in Stressful Environment

- Hopkins is registered and will attend.
- Addresses item in Hopkins' 2019 performance evaluation regarding communications.

* ACSA staff compensation adjustments

- 2021 merit increases are postponed and the cost of living adjustment will be 2%, following County procedure as per ACSA Board policy.

This is a report to the ACSA Board by the ACSA Executive Director regarding ACSA staff matters and/or other miscellaneous issues. No Board action is required.

I. Executive Director's Schedule

This is a report to the ACSA Board by the ACSA Executive Director to update Board members about his current schedule for work in June. No Board action is required.
Executive Director's Schedule

6/1	County staff meeting
6/2	ACSA Board and BOS meetings
6/3	COVID19 weekly conference call
6/4	Hurt & Proffitt projects review mtg.
6/4	Reservoir primary spillway repairs project pre-bid meeting
6/8	County staff meeting
6/9	James River Consortium Zoom mtg.
6/10	COVID19 weekly conference call
6/10	Local utility directors meeting
6/10	Risk & Resiliency Assessment study informational webinar
6/11	VA Association of Municipal Wastewater Authorities quarterly meeting
6/15	County staff meeting
6/16	BOS meeting
6/17	COVID19 weekly conference call
6/18	County staff meeting
6/18	Reservoir primary spillway repairs project bid opening
6/22	Central VA Training Center meeting
6/24	COVID19 weekly conference call
6/29	County staff meeting

VIII. Matters from the Members of the Service Authority Board

Director Martin thank Ms. Woodfin for addressing the Board regarding her disruption of water service. He asked Director Hopkins if he was sending out any notices to notify customers when this occurs. Director Hopkins replied he was working on obtaining customer emails and will use this method for notification.

Director Pugh had no matter to discuss.

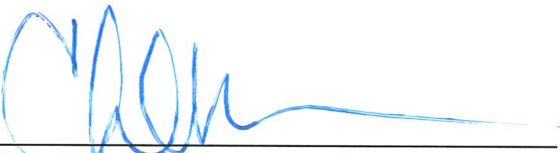
Vice-Chair Moore thanked Ms. Woodfin for her input at today's meeting. Vice-Chair Moore said as a customer she would have to know to call the Service Authority if there was a problem with her water. She asked if there was another way to notify customers such as using social media or County's webpage.

Chair Tucker asked if the 9-1-1 system can be used to target certain streets or zip codes to notify customers. Director Hopkins said he was working with the Public Safety Director on this.

IX. Adjournment

By motion of Supervisor Pugh and with the following vote, the Board adjourned at 2:42 p.m.

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



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



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