



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

February 2, 2021

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 – January 5, 2021
- V. Monthly Financial Report**
 - A. December 2020 Financial Report
- VI. New Business**
 - A. Re-Appropriation
 - B. Appropriation
 - C. Proposed County Code Changes
 - D. ACSA Mission Statement
 - E. New ACSA Logo
 - F. Miscellaneous ACSA Matters
- VII. Citizen Comment**
- VIII. Matters from the Members of the Service Authority Board**
- IX. Closed Session**
- X. 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 February, 2021, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: David W. Pugh, Jr., Board Chair
Tom Martin, Board Vice Chair
Jennifer Moore, Board Member
Wesley Woods, Board member
Turner Perrow, Board member

ABSENT: None

STAFF: Robert A. Hopkins, PE, Executive Director/Board Secretary
Richard Hall, Assistant Director
Michael W. S. Lockaby, Amherst County Attorney
Regina M. Rice, Executive Assistant/Clerk to Boards

I. Call to Order

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

II. Citizen Comment

No one spoke.

III. Approval of Agenda

By motion of Board member Moore and with the following vote, the ACSA Board approved the agenda for February 2, 2021:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

IV. Approval of Minutes

Board member Woods noted his recollection that the County Attorney for this meeting was Marc Popovich, not Mike Lockaby, to which other Board members agreed. The Executive Director was directed to make that change.

By motion of Board member Woods and with the directed chance and the following vote, the Board voted to approve the minutes of the January 5, 2021 ACSA Board meeting:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

NOTE: Executive Assistant/Clerk to Boards Rice made the change and replaced the page in the minutes prior to the end of the meeting, after which the minutes were signed by the Board Chair and Board Secretary.

VI. Monthly Financial Report: December 2020

A. December 2020 Financial Report

Executive Director Hopkins reported monthly and end of 2020 financials. He said that final water sales were approximately \$100,000 and 3.25% higher than at the end of December 2019, and, if added income (over \$30,000) from the Municipal Municipal Utility Relief Program (see Agenda Section VI.4) is included, that figure increases to about 4.25%. Total water revenues were just under \$700,000, about 20% better, than 2019. VDOT reimbursements during the year were revenue, but not considering them, total revenues dropped from + \$123,854, + 4.11%, in last month's report, to - \$47,377, -1.35%, in this month's report; this is due to the one time influx of water/sewer revenues in December 2019 from County Supervisors for the Phelps Road School Re-Development Project water and sewer tap fees and water main extension cost, totaling about \$336,000, that did not occur in 2020.

Similarly, last month's report showed ACSA new water service connection revenue to be ahead of November 2019, but the school re-development project included 41 new water services in December 2019, which were not repeated in December 2020 and ACSA ended 2020 -\$26,201, -11.21%, compared to 2019.

Wastewater sales and revenues continue to lag behind water. This was discussed at the last Board meeting, with different causes being suggested. After additional thought, Hopkins emailed Board members the next day with his revised opinion of the cause and received emails back from Board members expressing agreement.

For new sewer services revenue, like water, the school re-development had 41 new services, for which the Supervisors paid the tap fees for the developer in December 2019; ACSA had nothing similar December 2020 with which to compare to 2019.

Hopkins referred Board members to the asterisks in the information below and the following footnote, which notes the \$336,970 received from the Supervisors for the school re-development project at the end of 2019 that was not repeated at the end of 2020, and the \$171,787 from the Supervisors near the end of 2019 for the joint ACSA-County sanitary sewer extensions program that was not repeated in 2020, at Hopkins' suggestion, because of County concerns about COVID-19 revenue impacts. He said that, comparing the end of 2019, which had that over \$500,000 of one time revenue, with the end of 2020, which did not, and also considering COVID impacts to ACSA revenues in 2020, he considers ACSA to have had a good year, finishing with total revenues more than 13% higher than 2019.

1. Water

a. Revenues:	Sales (top 3 lines Section I.A)	+ \$834,423 (+27.69%)
	Less VDOT reimbursements	+ \$ 98,863 (+ 3.21%)
	Improvement from last month	[+ \$ 85,055 (+ 3.10%)]
	Total revenues	+ \$699,183 (+19.98%) *
	Less VDOT reimbursements	- \$ 47,377 (- 1.35%) *
		Drop from last month [+ \$123,854 (+ 4.11%)]
b. Connections:		- \$ 26,201 (-11.21%) *

In 2020, 39 new water service connections:

118.2% of 2019 total (33)

174.1% of 5 year annual average (22.4)

60.0% of pre-recession annual average (65)

2. Wastewater

- a. Revenues: Sales (top 3 lines Section I.B) - \$ 40,964 (- 5.00%)
Drop from - \$ 24,318 (- 3.26%) last month
Total revenues + \$ 76,284 (- 6.29%) *
Less DHCD reimbursement - \$358,374 (-29.53%) *
- b. Connections: - \$142,523 (- 67.26%) *
In 2020, 16 new service connections:
106.7% of 2019 total (15)
186.1% of 5 year annual average (8.6)
106.7% of pre-recession annual average (15)

3. Water and Wastewater

- a. Sales: + \$802,458 (+20.93%)
Less VDOT reimbursements + \$ 56,899 (+ 1.74%)
Drop from - \$ 60,737 (+ 1.48%) last month
- b. Revenues: + \$622,899 (+13.22%) *
Less reimbursements - \$405,751 (- 8.61%) *

* Figures compare 2020 year-to-date to 2019 year-to-date. It must be remembered that County Supervisors paid ACSA \$336,970 12/2019 to subsidize the Phelps Road School re-development and \$171,787 9/2019 for sanitary sewer extensions, neither of which contributions to ACSA revenues was repeated in 2020.

Board member Perrow noted that ACSA operating revenues appear to be sufficient. He noted that the VDOT and DHCD reimbursements are "other income", not operating revenue. He also noted that the credit card revenues are reported and up about \$5,000 compared to 2019, but credit card fees are not reported. He suggested that, instead of listing expenditures by vendors, as in the report, they should be listed in accounts, but this can be discussed further during the ongoing changes to the budget and financial reporting. He asked if credit card fees are a revenue source, or simply offsetting what ACSA pays, or if ACSA is losing money; Hopkins replied that ACSA charges customers what ACSA is charged by the banks.

Board Chair Pugh commented on the vendor listing, noting that he has been on the Board for several years and this has always been the way this was reported, with Board members asking the Director for explanations when needed.

Perrow responded that he would rather see "accounts", using electricity bill payments as an example, saying he would rather see one "account" for electricity, rather than more than a dozen individual bill payments for various Appalachian Power Company services at ACSA. Hopkins replied that he would be happy to group bills in that fashion. He noted that ACSA receives approximately two dozen bills from APCO, with each ACSA site and facility having its own meter and getting its own bill; he has wanted to contact APCO and suggest sending one overall bill, which would not only benefit ACSA, but also reduce paperwork and postage for APCO. Perrow noted he has done that kind of aggregating of billing for some of his clients, but it would not likely be of tremendous benefit to ACSA. He ended the discussion by suggesting no changes to the financial report format at this time.

There were no other Board member comments or discussion.

VII. Old Business:

Hopkins reported the following, verbally and/or by report in the agenda packet:

A. ACSA Staff Report

1. James River Bank Stabilization Project

Hopkins reported no increase in severity of the bank erosion problem; having a survey base sheet from Hurt & Proffitt, with which to work with H&P to lay out a series of temporary improvements stone revetment projects using ACSA crews; continuing to stockpile construction debris for use in such projects; and not yet hearing from Case Construction Equipment regarding his application for a \$25,000 construction equipment rental grant.

- No change to severity of problem.
- Hurt & Proffitt is surveying for a design/permitting drawing. With the drawing, ACSA staff will work with H&P on design. H&P continues working on a nationwide permit.
- ACSA continues to stockpile construction project demolition debris for bank stabilization.
- Case Construction Equipment Dire States Equipment Grant application – waiting to hear.

2. Water & Sewer Rehabilitation/Extension/Replacement Infrastructure Work

- Woodvue Dr. Water Main Replacement

Hopkins reported plans to resume easement acquisitions that were tabled due to COVID and complete that project this year with ACSA crews.

- * Nothing new to report since last Board meeting.
- * Phase 3 easements acquisitions tabled due to COVID-19.

- Joint ACSA-County sanitary sewer extension program, Lakeview Drive

Hopkins reported plans to resume easement acquisitions that were tabled due to COVID and following up again with VA Dept. of Health on his grant application and bidding and completing the Phase 1 project this year.

- * Nothing new since last Board meeting.
- * Waiting for VDH answer on stimulus funding grant application.
- * Easement documents mailed to eight property owners for execution.

- Old Madison Sewage Pump Station upgrade

Hopkins reported hearing last week that a pump had failed and been repaired. He is working with the Assistant Director and Operations Manager on determining the makes and models of all pumps, making sure all pump stations are fully equipped, and we also having spare pumps in storage for when needed.

Board member Perrow asked what improvements are needed. Hopkins replied that the steep access road needs to be re-graveled, the security fence needs to be replaced, the controls equipment are on a pole exposed to the weather, etc. Hopkins plans on doing this upgrade this summer.

- * Nothing new since last Board meeting.
- * Site improvements tabled until 2021.

- VDOT Woodys Lake Road Project, ACSA Water and Sewer Relocations

Hopkins reported the work complete to everyone's satisfaction. ACSA paid two contractor invoices in December, submitting one to VDOT for reimbursement; the other must wait for the final contractor pay request, as payments are beyond 90% of the contracted cost and VDOT policy requires the last 10% to be submitted in one request. To date, ACSA has submitted \$1,018,660.10 for reimbursement and received \$841,446.60. Anticipated final project costs are VDOT = \$1.1M, ACSA = \$300,000.

- * Project complete to ACSA, VDOT, H&P, contractor, & residents' satisfaction.
- * ACSA invoiced VDOT \$94,886.25 and \$177,213.50 in December. The first is paid and needs to be appropriated into the budget (see New Business). The second goes beyond 90% of the VDOT estimated project total; the last 10% must be done in one final project billing, which should be done in February.
- * To date:
 - Latest contractor pay request (\$234,421.05) submitted; 1 more expected.
 - Not counting that, ACSA has invoiced VDOT \$1,018,660.10.
 - VDOT has processed and reimbursed \$841,446.60.
 - Anticipated total costs: VDOT – approx. \$1.1M; ACSA – approx. \$300,000

- Phelps Road School:

Fire vault issues are practically complete; ACSA is waiting for a negative bacteriological test result for disinfection procedures, which was expected last week, should arrive this week, and will complete ACSA involvement.

- * Fire vault issues addressed; vault completed.
- * All work completed.

- VC Mobile Home Park:

Hopkins reported that the General Assembly subcommittee was to take up Delegate Walker's budget amendment for \$250,000 for the ACSA Colony Road water main extension, but got snowed out. Board member Perrow said it was "curious" that the snow would prevent them meeting; Hopkins said that was the information he got from Del. Walker's office. He sent emails to all subcommittee members promoting the amendment and sent the email addresses to Board members and the trailer park owners and residents, asking them to do the same. If the amendment goes on to full committee, he expects a repeat of this procedure.

- * \$100,000 State funding assistance in General Assembly budget subcommittee; 2/1 subcommittee meeting. If forwarded, then goes to budget committee
- * Hopkins worked with Walker's staff on subcommittee members emails.
 - Hopkins sent emails to all subcommittee members 1/26.
 - Hopkins sent subcommittee member email and email addresses to Board members, Lees, and VCMHP residents, asking to send emails.
- * Process will be repeated if the budget amendment goes on to committee.

- RiverEdge Park:

- * Nothing new to report since last Board meeting.
- * Hopkins looking into ways to maintain water service to the park and ACSA customers connected to City water supply line to CVTC (likely to be closed)

- Graham Creek Reservoir Dam Improvements Project:

Hurt & Proffitt survey is complete and design has started; H&P's first invoice has been received and paid.

- * Hurt & Proffitt is working on survey and design.
- * First H&P invoice submitted for payment and loan reimbursement.

- Berkshire Place Sanitary Sewer Extension:

Hopkins reported plans to resume easement acquisitions that were tabled due to COVID and complete that project this year with ACSA crews.

Board member Pugh questioned the responsibility for the cost. Hopkins replied that the work would be paid from the joint ACSA-County sanitary sewer extensions funding, since not only the three proposed Habitat for Humanity would be on this sewer, but as many as 10 existing homes in the area now on drainfields.

Pugh followed with a question about the replacement of the ACSA sewage treatment plant in the area with a pump station. Hopkins said ACSA has plans to do that, using a DEQ grant, with the rest of the project extending sewers throughout area neighborhoods. He said the project was probably 5 – 10 years in the future.

- * Nothing new to report since last Board meeting.
- * Hopkins mailed letters to homeowners from whom ACSA would need sewer easements regarding support of project and willingness to grant easements. He has heard from two; needs to follow up with others.

- West Vail Court Sanitary Sewer Extension:

Hopkins reported still working with the developer on the tap fee payment and ACSA-developer agreement; he said he would draft an agreement, but County Attorney Lockaby said Hopkins should just forward bullet points about what is being agreed and he will draft it.

- * Hopkins negotiated Hurt & Proffitt survey, design, construction proposal and working with developer to pay contract as part of tap fees.
- * To save money on proposal, Hopkins plans to bid/contract construction work inhouse.
- * Hopkins will with the County Attorney on the developer agreement for easements and required sewer connections for existing and future buildings.

3. EDA Business Friendliness Initiative (per Board-adopted priority chart)

Hopkins noted that the ACSA Board Planning Workshop in January included discussion about ACSA's business friendliness action items. Just before the Workshop, he had been working on this and forwarded the County Attorney information regarding how Hopkins wanted to proceed.

A copy of ACSA's prioritization schedule is in the Board meeting packet.

- Priority 1a Complete evaluation of water and sewer availability fees
 - * Rates and fees benchmarking study is scheduled for April 2021.
- Priority 1b Publicize methods of calculating availability fees
 - * Hopkins drafted proposed Code changes for this. See New Business.
- Priority 1c Policy for payment of high availability fees over multiple years
 - * Hopkins drafted proposed Code changes for this. See New Business.
- Priority 1d Availability fee reductions for line extensions all or partially funded with local, state, or federal grants.
 - * Upon further review, this can be removed from the list. Availability fees are law, per County Code, and cannot be reduced, but must be paid.
- Priority 2 Major upgrade to communications efforts
 - * Hopkins reported working on updates to existing or new ACSA web site.
- Priority 3 Policy regarding ACSA construction of water and sewer lines
 - * Hopkins has been communicating this with developers on a per-project basis with, but this should be part of County Code changes that Hopkins is working on with the County Attorney.
- Priority 4 Strategic plan for aggressive development/services initiatives
 - * Hopkins to come back to the ACSA Board and also involve the Economic Development Authority in this.
- Priority 5 ACSA Board re-organization
 - * Hopkins noted that this is complete.
- Priority 6 ACSA Water Office building
 - * This was discussed at the ACSA Board planning workshop. Hopkins is working minutes for that meeting.

Board member Moore asked Hopkins who he is working with on the ACSA web site; Hopkins replied an outside consultant. She asked if it is EDA's consultant; Hopkins replied no.

4. COVID-19

- Municipal Utility Relief Program - CARES Act money available for customer utility accounts in arrears

Hopkins described the program and its administration, as follows:

- * ACSA received \$26,915.07 from the State.
- * 1/15 deadline for application submittal in 258 mid-December customer notices, to allow 1 week for ACSA processing and 1 week for County Finance Dept. to return unused money to State by 1/29 deadline.
- * As of 1/15, 14 applications were received, totaling less than \$7,000.
- * Hopkins spent the holiday weekend making hundreds of customer calls; by 1/19, 40 applications, totaling over \$18,000; by 1/20, 62 applications received, exceeding State money provided.

- * Hopkins requested full \$26,915.07 from County Finance Dept 1/25.
- * ACSA gets 5% (\$1,345.75) for administration, \$25,569.32 for customer accounts in arrears.
- * Results: 78 applications received, 63 for installment plan customers
62 installment plan customers assisted (1 application late)
45 overdue accounts paid in full
17 overdue accounts more than half paid in full

\$26,915.07 in lost ACSA revenue provided by State
\$ 4,166.64 in lost ACSA revenue paid by customers

\$31,081.71 total collected to address lost ACSA revenue
- * Notices: PSA-6 To assisted customers: new account balances
PSA-7 To unassisted customers submitting applications:
assistance money in new Federal COVID stimulus
package, so get on installment payment plan
PSA-8 To unassisted customers not submitting applications:
assistance money in new Federal COVID stimulus
package, so get on installment payment plan

Board member Woods expressed appreciation for Hopkins' diligence, but questioned the inclusion of customers' names in the table in the Board meeting packet; Board member Martin agreed. The County Attorney said a Board motion to strike the table from the meeting packet should be moved.

By motion of Board member Woods and with the following vote, the ACSA Board approved the redaction of the names from the Board meeting packet:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

Hopkins said he would remove the table from the packet.

Board member Perrow asked about the positioning of the MURP money in the budget, whether it was the 2020 budget or 2021 budget. Hopkins said he thought it should go into the 2020 budget, since it was awarded in December, but since the check was not received until January from the County Finance Dept., it went into the 2021 budget.

- Vaccinations

Hopkins reported the positioning of water and wastewater workers in the vaccination schedule, which would delay ACSA staff getting vaccinations for months yet, and the shortage of vaccines in central Virginia, which would delay them further, and determined he was not going to wait. He looked, found a VDH office in Lynchburg with extra vaccines, got agreement for ACSA staff vaccinations, proposed this to ACSA staff, and ACSA Water Office staff all got vaccinated; other staff deferred and will have to wait until more vaccines are sent to the area.

* CDC Schedule

- ACSA originally in Phase 1-B, dropped to Phase 1-C; vaccinations to be available months from now

* HealthWorks call late January – shortage in central Virginia; longer wait.

* Hopkins searched, found VDH location with open schedule slots. 10 ACSA staff vaccinated 1/22; all others could have participated, but declined; will have another opportunity with HealthWorks and Phase 1-C.

5. ACSA Board Planning Retreat

- Conducted 1/25 at the County Administration Building, 9:16 am to 1:33 pm. Hopkins is working on the minutes for that meeting.

There was no further Board member comment on Old Business.

VIII. New Business

A. Re-Appropriation

Hopkins reminded Board members of the 12/1/2020 appropriation of money from ACSA reserves to fund ACSA's portion of the \$1.3M Woodys Lake Road water and sewer lines replacements to accommodate the associated VDOT road improvements project. He was expecting the contractor's payment request for the ACSA work in December. That invoice did not arrive until January, by which time the money had gone back into reserves and a new budget year was in effect. The money needs to be re-appropriated into the 2021 budget to pay the invoice.

By motion of Board member Perrow and with the following vote, the ACSA Board approved the re-appropriation:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

There was no other Board member comment.

B. Appropriation

C. Hopkins reminded Board members of the agreement he negotiated with VDOT for a waiver of VDOT internal policy preventing VDOT from paying for utility relocations necessary for a VDOT road improvements project; this was for the VDOT Woodys Lake Road improvements project. The Board in 2020 made several appropriations into the budget of VDOT reimbursements of ACSA costs for water and sewer replacements to accommodate the VDOT project; this is another, a reimbursement of \$94,886.25.

By motion of Board member Pugh and with the following vote, the ACSA Board approved the appropriation:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

There was no other Board member comment.

NOTE: During the previous discussion, the battery in Hopkins' microphone must have failed, because the audio recording drops in volume to the point that his voice cannot be adequately heard. The minutes from here to the end of the meeting are prepared from the meeting agenda items and his notes and memory.

D. Proposed County Code Changes

Hopkins reported his long-time opinion that Chapter 15, Water and Sewers, of the County Code needs to be re-organized and update. He has long found it to be user-unfriendly and has been working on this with the County Attorney as time permits. The changes proposed in the agenda item involve Section 15-76, Definitions; Section 15-121, Definitions; Section 15-125, Reserved; Section 15-129, Availability Charges; and Section 15-131, Miscellaneous Charges, and are drafted in the meeting agenda item attachment. They are being preliminarily brought to the Board's attention today for a future formal presentation and request for adoption. All of these proposed changes have been sent to and preliminarily approved by the County Attorney.

Section 15-76: It is Hopkins' understanding from the County Attorney that the title for the administrative head of ACSA should be "Executive Director", the title of "Director of Public Utilities" being more appropriate for a County department, like a sanitary district. This change would be made throughout Chapter 15.

Section 15-121: The terms "charge" and "fee" are used interchangeably throughout Chapter 15, causing confusion. A charge is a repeated assessment, such as in water and sewer commodity billing; a fee is a one-time payment, such as a permit fee or availability fee.

Section 15-121: This Section notes that availability fees are to be assessed in accordance with "system capacity". "System capacity" of a certain size water service line and meter is typically much more than the what the user intends, so the user ends up having to pay much higher than reasonable availability fees. Also, such fees have historically been assessed in accordance with "estimated average daily water usage", which is more realistic and more promotive of economic development. Hopkins proposes replacing "system capacity" with "estimated average daily water usage". He provided an example of a currently proposed development project which needs a service line and meter sizing much higher than necessary for the proposed average daily water use in case of down time for maintenance or failure of a water purification/re-use system which will reduce water purchases substantially; in this case, the Code requires availability fee assessment in accordance with "system capacity", the maximum amount of water that can pass through the service line and meter, but the normal average daily water use will be much less; this would result in an unreasonably high fee assessment on the developer, which could result in project cancellation.

Section 15-125: This Section is currently reserved (not used) and is proposed for an addition to the Code for Water Connection Fees, similar to 15-128, Sewer Connection Fees.

Section 15-129: Hopkins proposes revising this Section in accordance with ACSA's Business Friendliness Action Items 1b, for the publishing of all methods used to calculate and assess availability fees, and 1c, providing a means for high availability fees over a number of years, both to promote economic development. Hopkins noted that ACSA has long calculated availability fees 4 different ways, but two of the four are not provided; he proposes adding them (see the attached

draft). He also proposes giving the Executive Director to spread high availability fee assessments in multiple monthly payments spread over a reasonable period of time. The County Attorney believes security for the spreading of fee payments over time should be provided by the developer being assessed; Hopkins agrees with that for a situation like ACSA extension of new infrastructure to the project, to provide security for ACSA's investment in the project, but a connection to long time existing water and sewer infrastructure should not need security.

Board member Pugh commented that a bond, letter of credit, or similar should be provided, in case the developer goes bankrupt before the availability fee is completely paid. Hopkins agreed, but repeated what he said in the above paragraph. Pugh raised the issue of residential availability fees; Hopkins noted that this Code change would not be for relatively low availability fees for single home connections, but for much higher fees associated with commercial and industrial development. This explanation satisfied Pugh.

Board member Woods noted that the developer should be required to make a reasonable initial payment on the assessed availability fee, maybe 30%, which would be part of the initial cost of development. Pugh agreed, saying a business should be able to handle 30%.

Hopkins noted a development project that is expected to start construction this spring and the proposed Section 15-121 changes would particularly help that project. He asked whether the Code can be "interpreted" for implementation of these changes now, with formal Code update by ordinance later, or must the ordinance be done before implementation, in which case he would like to get Board preliminary approval of these proposed changes pending formalization in a draft ordinance prepared by Hopkins and the County Attorney and presented to the Board of Supervisors for adoption.

Section 15-131: ACSA's existing \$45 new service deposit for water or sewer is outdated and should be increased. A deposit should cover the cost of at least one typical utility billing, and most households and businesses are billed at least twice that amount. Having a deposit that small makes it easy for customers to run up an account overage and then relocate, leaving ACSA with the loss. ACSA annual write-offs of bad debts is over \$25,000; Hopkins believes that customers facing the loss of a higher deposit when relocating will be more likely to keep their bills paid. Hopkins proposes increasing the deposit to \$100.

Board member Perrow said he believes this is moving too fast; these changes involve ACSA policy changes which should be proposed more formally to the Board for consideration and then, if adopted, proceed with the formal, legal procedure for implementation. He noted that Hopkins is proposing changes to how availability fees are calculated; he noted Code wording that is confusing and hard to follow. He would like a formal presentation of what Hopkins proposes: what change is needed, what are the options, and a recommendation.

Board member Pugh expressed concern about ACSA's financial integrity with these proposed Code changes. He noted that he is unaware that neighboring service authorities waive fees or spread them over time, and he does not want issues created that impact ACSA water and sewer customer billings.

Board member Martin seconded the need for a more formal presentation.

There was no further Board member comment.

E. ACSA Mission Statement

Hopkins reported that, at the 1/25/2021 ACSA Board Planning Workshop, ACSA's current Mission Statement and Hopkins progress on edits were discussed. Board member Moore later distributed a proposed ACSA Mission Statement, Vision Statement, and Values Statement; Hopkins responded with edits. Moore's original drafts and Hopkins' edits are attached.

After a long discussion, the following revised Mission Statement, revised Vision Statement, and original draft Values Statement were proposed:

Mission:

To provide safe, reliable water and wastewater services to our community and to protect the natural environment in the most economical and efficient means, and to promote public health.

Vision:

To be an acclaimed and respected leader in providing clean water that fosters public health, enhanced quality of life, and economic vitality for our community.

By motion of Board member Perrow and with the following vote, the ACSA Board adopted the draft Mission Statement:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

By motion of Board member Pugh and with the following vote, the ACSA Board adopted the Vision Statement:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

By motion of Board member Woods and with the following vote, the ACSA Board adopted the Values Statement:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

There were no other Board member comments.

F. New ACSA Logo

Hopkins reported proposing at the 1/5/2021 Board meeting a new ACSA logo. He said that a logo should provide the name of the entity, the products provided, and where they are provided, and that the current ACSA logo does not provide the second and third of these. He worked with EDA staff on an agreed-upon new logo. After the meeting, EDA staff provided other proposed new logos for review and discussion at a future Board meeting (see that attachment).

After a long discussion, the following revised Mission Statement, revised Vision Statement, and original draft Values Statement were proposed:

By motion of Board member Martin and with the following vote, the ACSA Board adopted the third logo from the left in the top row of the attachment:

AYE:	Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

Hopkins proposed getting a new ACSA seal (for formal documents, resolutions, etc.) using the new logo. After a brief discussion, the Board decided that the existing seal is sufficient.

There were no other Board member comments.

G. Miscellaneous ACSA Matters

1. Staff Resignation

Hopkins reported the resignation of an ACSA Water Operator to accept a similar position in Lexington. His is the second operator resignation in 5 years. ACSA's position vacancy is being advertised in the Lynchburg News & Advance and County New Era Progress; to date, 3 applications have been submitted.

Board member Perrow asked where else the ad is published and questioned the number of applications received. He suggested using online job boards; Hopkins responded that he does that for more developed positions, but not for apprentice positions. He also noted that online ads result in a lot of out-of-the-area applications, and ACSA would not pay to relocate someone to this area for an apprentice position. But he can put the ad online. Perrow also suggested talking to high school counselors; Hopkins responded that this is a full time position, so a high school student would not be appropriate. Board member Pugh seconded the online ad idea and Board member Moore suggested the County web page.

2. County Transfer Station Water Main Extension

Hopkins reported that ACSA will extend a water main to serve the new transfer station building at the landfill, at a cost of approximately \$20,000, with tap fees in accordance with County Code and average daily water usage information from the County Project Manager.

3. Executive Director 2020 Performance Evaluation

Hopkins reminded the Board that his performance evaluation for last year will be due in April or May; he will provide at the next Board the blank form and appropriate information. Board member Pugh said he appreciates this being provided each year.

There were no other Board member comments.

IX. Citizen Comment

There were no citizen comments.

X. Closed Session

- A. Board member Moore requested that the meeting agenda be amended to add a closed session to discuss the performance of the Executive Director.

By motion of Board member Moore and with the following vote, the ACSA Board adopted the 2/2/2021 Board meeting agenda to include a closed session to discuss the performance of the Executive Director:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

After Agenda Section XI was completed, Board member Moore read the citation for going into closed session and made the motion to go into closed session.

By motion of Board member Moore and with the following vote, the ACSA Board voted to go into a closed session to discuss the performance of the Executive Director:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

Upon completion of the closed session, the ACSA Board voted to come out of the closed session and re-convene the Board meeting:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

XI. Matters from the Members of the Service Authority Board

Board member Moore had nothing to discuss.

Board member Woods had nothing to discuss.

Board member Perrow had nothing to discuss.

Board Vice Chair Martin asked about ACSA procurement procedure. Hopkins said he has a copy of the County Purchasing Manual, which is what he follows.
Chair Pugh had nothing to discuss.

XI. Adjournment

By motion of Board member Moore and with the following vote, the Board adjourned the meeting at 2:33 p.m.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None



David W. Pugh, Board Chair



Robert A. Hopkins, PE, Board Secretary

