



## AMHERST COUNTY SERVICE AUTHORITY BOARD

### A G E N D A

**DECEMBER 1, 2015**

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Reintroduction of James Reynolds, Engineering Manager/Assistant Director**
- IV. Approval of Minutes**
  - A. November 5, 2015
- V. Monthly Financial Report**
  - A. October 2015
- VI. Transfer Request – December 1, 2015**
- VII. Adjusting Off Bad Debt**
- VIII. Minor Adjustments to County Personnel Policies Regarding Employees Who Die While On County Payroll**
- IX. Proposed ACSA C.Y. 2016 Budget**
- X. Matters from the Service Authority Board**
- XI. Adjourn**

### MINUTES

At a regular meeting of the Service Authority Board for Amherst County held at the Administration Building thereof on Tuesday, the 1<sup>st</sup> day of December, 2015 at 11:00 a.m. at which the following members were present:

PRESENT:	Chairman David W. Pugh, Chairman Vice-Chair Claudia D. Tucker Supervisor Robert M. Curd Supervisor John A. Marks, Jr. Supervisor Donald W. Kidd	ABSENT:	None
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STAFF PRESENT: Dan French, Director of Public Utilities; James Reynolds, Engineering Manager/Assistant Director; Glenn Micklem, Operations Supervisor; Dean Rodgers, Amherst County Service Authority Secretary; David Proffitt, Deputy County Administrator and Executive Administrative Assistant Regina Rice.

#### **I. Call to Order**

Chairman Pugh called the meeting to order at 11:00 a.m.

#### **II. Approval of Agenda**

Mr. French addressed the Board and advised he received information from the US Army Corps of Engineers regarding the Streambank Stabilization project on the James River in Amherst County and asked that this issue be include on the agenda as Item X.

By motion of Vice-Chair Tucker and with the following vote, the Board approved the addition of Item X with documentation given by Mr. French.

AYE:	Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd
NAY:	None
ABSENT:	None

#### **III. Reintroduction of James Reynolds, Engineering Manager/Assistant Director**

Mr. French introduced James Reynolds to the Board and advised December 1<sup>st</sup> is Mr. Reynolds first day. Mr. French stated that Mr. Reynolds will begin making presentations to the Board at appropriate times within the next few months.

#### **IV. Approval of Minutes**

A. November 5, 2015

By motion of Vice-Chair Tucker and with the following vote, the Board approved the Amherst County Service Authority Minutes for November 5, 2015.

AYE:	Mr. Pugh, Mrs. Tucker, Mr. Curd and Mr. Kidd
NAY:	None
ABSTAIN:	Mr. Marks
ABSENT:	None

#### **V. Monthly Financial Report**

A. October 2015

Mr. French provided the Board information concerning the annual tank inspection and maintenance program and explained how this keeps the tanks in continual good condition and helps prevent associated maintenance budget spikes.

Mr. French stated connections are up but have not approached a normal connection average which is 65 water connections per year; however, it is better than last year.

#### **VI. Transfer Request – December 1, 2015**

Mr. French advised the Board this transfer request represents routine late year transfers.

By motion of Supervisor Marks, and with the following vote, the Board approved the transfer

request for December 1, 2015.

AYE: Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd  
 NAY: None  
 ABSENT: None

#### **VII. Adjusting Off Bad Debt**

Mr. French stated the auditors advised that when uncollected bills are three years old they need to be written off. Mr. French said the majority of these balances have been sent to Virginia Set-Off Debt Program (VA SOD) and the write-off amount is less than 0.4% of the 2015 operational budget.

By motion of Supervisor Marks and with the following vote, the Board approved adjusting off bad debt in the amount of \$17,254.55.

AYE: Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd  
 NAY: None  
 ABSENT: None

#### **VIII. Minor Adjustments to County Personnel Policies Regarding Employees Who Die While On County Payroll**

Mr. French reported that staff member Roger Ford recently died in a car accident. Mr. French stated the County currently has a policy to donate vacation to an employee who has used all of their vacation. Mr. French expressed his desire to compensate Roger Ford's family in the form of a donation of leave in the same manner and at no cost to the County.

Mr. French stated he is requesting the Board authorize a policy change to allow appropriate wording such as "death during a period on County payroll..."

Vice-Chair Tucker questioned if the County could convey this type of compensation to someone who has passed away and wanted to check to see if there are any tax implications.

Mr. Rodgers said this request was subject to County personnel policy and should be directed to the Board of Supervisors with an analysis of the pros and cons and then brought back to the Board for consideration after approval from the Supervisors.

Vice-Chair Tucker stated it would be appropriate for the Board to direct the County Administrator to get the answers to those questions and concerns to see if the Board can support this.

#### **IX. Proposed ACSA C.Y. 2016 Budget**

Mr. French presented the proposed ACSA C.Y. 2016 Budget, highlighting the following expenses which will be capitalized over several years: \$275,000 for refurbishment of Old Town Madison Heights sewers, which has been previously approved by the Board, and an extra \$45,000 necessary for replacement of a 31-year old dump truck.

By motion of Supervisor Marks and with the following vote, the Board approved the proposed ACSA C.Y. 2016 Budget.

AYE: Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd  
 NAY: None  
 ABSENT: None

# **X. James River Streambank Stabilization Project – U.S. Army Corps of Engineers**

Mr. French provided the Board with information regarding the Streambank Stabilization project on the James River and information and a timeline from the U.S. Army Corps of Engineers.

There will be an additional 200' to 250' strip of riverbank which was not included in the original proposal.

Mr. French advised the money will be drawn from the Service Authority's non-dedicated funds.

By motion of Chairman Pugh and with the following vote, the Board appropriated \$53,846 from Amherst County Service Authority's non-designated reserve for the Streambank Stabilization project on the James River.

AYE:	Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd
NAY:	None
ABSENT:	None

# **XI. Matters from the Service Authority Board**

Supervisor Kidd had no matter to discuss.

Supervisor Marks stated that at the February 3, 2015 ACSA meeting, there was a discussion with regard to the General Assembly and dam study regulations and the undue burden placed on localities. The DRC was to report back by December 2015.

Mr. French advised a consultant report was turned over to the DCR and that report will be made available to the General Assembly to decide what shall or shall not apply.

Supervisor Marks commented that the Board of Supervisors will be meeting with our local legislatures on December 10, 2015 and this will be an item to convey to them.

Supervisor Curd stated as this being his last meeting as a Board of Supervisor, expressed his thanks to Mr. French for his service and dedication and also expressed thanks to his dedicated staff.

Vice-Chair Tucker had no matter to discuss.

Chairman Pugh suggested preparing a resolution honoring Roger Ford and to present this to his family.

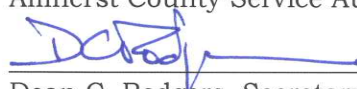
# **XII. Adjourn**

By motion of Chairman Pugh and with the following vote, the Board moved to adjourn.

AYE:	Mr. Pugh, Mrs. Tucker, Mr. Curd, Mr. Marks and Mr. Kidd
NAY:	None
ABSENT:	None



David W. Pugh, Jr., Chairman  
Amherst County Service Authority Board



Dean C. Rodgers, Secretary