

**AMHERST COUNTY SERVICE AUTHORITY BOARD**

**MINUTES**

**April 5, 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. March 1, 2016
- IV. Monthly Financial Report**
  - A. February 2016
- V. Delivery of the Annual Utility Rate Benchmarking Report**
- VI. Director's 2015 Activities Report**
- VII. Initial Presentation and Response to Questions by Board of Resolution 2016-0006-R**
- VIII. Director Position Succession Planning, Retirement Update**
- IX. Matters from Members of the Service Authority Board**
- X. Closed Session**
  - A. § 2.2-3711 (A)(3) of the Code of Virginia to discuss acquisition of real property for a public purpose, where discussion in open session would adversely affect the County's bargaining position or negotiating strategy.
- XI. Adjournment**

**MINUTES**

At a regular meeting of the Amherst County Service Authority Board of Amherst County and held at the Administration building on Tuesday, the 5<sup>th</sup> day of April, 2016, at 11:00 a.m. at which the following members were present:

SERVICE AUTHORITY BOARD:

**BOOK 7**

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

ABSENT: L. J. Ayers, III, Supervisor

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**

Chairman Marks called the meeting to order at 11:00 a.m. on April 5, 2016,

**II. Approval of Agenda**

By motion of Vice-Chair Pugh and with the following vote, the Board approved the Amherst County Service Authority Agenda for April 5, 2016.

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

**III. Approval of Minutes**

A. March 1, 2016

By motion of Supervisor Campbell and with the following vote, the Board approved the Minutes for March 1, 2016.

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

**IV. Monthly Financial Report**

A. February 2016

Mr. French reported the expenditure for Southern Corrosion was for the payments on two water storage tanks for the on-going maintenance program.

Mr. French commented on the expenditure for Atkinson Truck Sales as a purchase of a used dump truck for replacement of the Authority's 1985 model. Mr. French reported he was very pleased with this vendor.

Vice-Chair Pugh commented that the balance sheet looked substantially better than last year.

**V. Delivery of the Annual Utility Rate Benchmarking Report**

Mr. French addressed the Board and explained that he does a rate survey each year comparing ACSA's rates with those of other Virginia utilities of similar size. Mr. French advised this is for the Board's information and will be helpful to the Board when considering Davenport's Cash Flow Pro-Forma Update in August and their recommendations for rate adjustments.

**BOOK 7****VI. Director's 2015 Activities Report**

Mr. French provided the Board the annual summary of his activities for 2015. Mr. French advised there is no action by the Board and advised within the next 30 days the Board will be conducting his annual evaluation.

**VII. Initial Presentation and Response to Questions by Board of Resolution 2016-0006-R**

Mr. French informed the Board that the main issue regarding this resolution is that it directs staff to review and draft documents necessary for the County to grant and accept various easements with the Lee family.

Chairman Marks stated this gives access of ingress and egress to support the stream bank restoration project and access down Fertilizer Road to the sewer line for construction work. Mr. French said that is correct and remarked the County is not making any commitment to put in a boat ramp.

Mr. French stated the Lee family will get the phantom strip (on South Riverview Road as a quit claim) and have agreed to make this piece of property a public utility easement since it lies directly adjacent to a access corridor owned by the County. Mr. French advised the Lee family will then receive an ingress/egress easement across this County property to their land-locked lot.

**VIII. Director Position Succession Planning, Retirement Update**

Mr. French advised he has received applications from qualified applicants and he and the selection committee will be screening those this week. He will then bring the applicant selected to the May meeting to introduce them to the Board.

Mr. French advised the Board that his original departure date was June 30, 2017 and if the Board desired he would stay until March 31, 2018. That would allow him to go through two budget cycles with the new employee to observe the budget process.

Chairman Marks would like to delay that decision until a new employee has been hired.

**IX. Matters from Members of the Service Authority Board**

Supervisor Campbell had no matter to discuss.

Supervisor Tucker had no matter to discuss.

Chairman Marks had no matter to discuss.

Vice-Chair Pugh had no matter to discuss.

**X. Closed Session**

A. § 2.2-3711 (A)(3) of the Code of Virginia to discuss acquisition of real property for a public purpose, where discussion in open session would adversely affect the County's bargaining position or negotiating strategy.

Supervisor Campbell moved that the Amherst County Service Authority Board convene in closed session pursuant to the personnel exemption at § 2.2-3711 (A)(3) of the Code of Virginia to discuss acquisition of real property for a public purpose, where discussion in open session would adversely affect the County's bargaining position or negotiating strategy.

**BOOK 7**

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

Supervisor Campbell motioned to come out of closed session and was approved with the following vote:

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

**CERTIFICATION OF CLOSED MEETING**

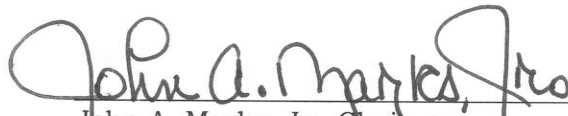

Supervisor Campbell moved that the Amherst County Service Authority Board certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion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

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

**XI. Adjournment**

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

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

  
 John A. Marks, Jr., Chairman  
 Amherst County Service Authority Board  
  
 Dean C. Rodgers, Secretary