

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

A G E N D A

January 3, 2017

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

- I. Call to Order**
- II. Citizen Comment**
- III. Amherst County Service Authority Reorganization for 2017**
 - A. Election of Chair and Vice-Chair
 - B. Appointment of Secretary, Assistant Secretary and Treasurer to the Service Authority Board
 - C. Scheduling of Regular Monthly Meetings
 - D. Adoption of Service Authority Code of Ethics and Rules of Procedure
 - 1. Resolution No. 2017-A-0001-R
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - A. December 6, 2016
- VI. Monthly Financial Report**
 - A. November 2016
- VII. Formal Acceptance of Three Easements from the Lee Family, LLC**
- VIII. Matters from the Members of the Service Authority Board**
- IX. Adjournment**

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At a regular meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building on Tuesday, the 3rd day of January, 2017, at 11:00 a.m., the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT:	Claudia D. Tucker, Chair	
	David W. Pugh, Jr., Vice-Chair	ABSENT: None
	L. J. Ayers, III, Supervisor	
	Kenneth M. Campbell, Supervisor	
	John A. Marks, Jr., Supervisor	

STAFF PRESENT: Authority Secretary Dean C. Rodgers; Authority Deputy Secretary David R. Proffitt; Director of Public Utilities Dan E. French; Assistant Director Robert A. Hopkins; County Attorney Ellen Bowyer and Executive Administrative Assistant Regina Rice

I. Call to Order

Mr. Rodgers called the meeting to order at 11:00 a.m.

II. Citizen Comment

There were no citizen comments.

III. Amherst County Service Authority Reorganization for 2017**A. Election of Chair and Vice-Chair**

Mr. Rodgers opened the floor for nominations for election of the Chair of the Amherst County Service Authority Board. Supervisor Campbell nominated Claudia D. Tucker as Chair of the Amherst County Service Authority Board. There were no other nominations.

By motion of Supervisor Ayers and with the following vote, the Board elected Claudia D. Tucker as Chair of the Amherst County Service Authority Board for 2017.

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

Mr. Rodgers turned the meeting over to Chair Tucker.

Chair Tucker opened nominations for Vice-Chair of the Amherst County Service Authority Board. Supervisor Marks nominated David W. Pugh, Jr., for Vice-Chair. There were no other nominations.

By motion of Chair Tucker and with the following vote, the Board elected David W. Pugh, Jr., as Vice-Chair to the Amherst County Service Authority Board for 2017.

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

B. Appointment of Secretary, Assistant Secretary and Treasurer to the Service Authority Board

By motion of Chair Tucker and with the following vote, the Board appointed Dean C. Rodgers as

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Clerk to the Amherst County Service Authority Board for 2017.

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

By motion of Supervisor Campbell and with the following vote, the Board appointed David R. Proffitt as Assistant Clerk to the Amherst County Service Authority Board for 2017.

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

By motion of Vice-Chair Pugh and with the following vote, the Board appointed Garry L. Friend as Treasurer to the Amherst County Service Authority Board for 2017.

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

C. Scheduling of Regular Monthly Meetings

Chair Tucker said it was the Board's consensus to keep the regular monthly meetings and location the same as in the past; the 1st Tuesday of each month at 11:00 a.m. and to be held at the Amherst County Administration Building, 153 Washington Street, Amherst Virginia 24521.

By motion of Supervisor Marks and with the following vote, it was the Board's consensus to hold the meetings the same as historically in the past.

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

D. Adoption of Service Authority Code of Ethics and Rules of Procedure
 1. Resolution No. 2017-A-0001-R

By motion of Supervisor Ayers and with the following vote, the Board adopted Resolution 2017-A-0001-R Amherst County Service Authority Board Rules and Procedures and Code of Ethics.

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

IV. Approval of Agenda

By motion of Vice-Chair Pugh and with the following vote, the Board approved the Amherst County Service Authority Agenda for January 3, 2017.

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

V. Approval of Minutes

A. December 6, 2016

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

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County Service Authority Minutes for December 6, 2016.

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

VI. Monthly Financial Report

A. November 2016

Public Utilities Director Dan French reported to the Board that water and sewer connections have not come back to pre-recession levels but are much better. As of November 2016, there were 42 water connections compared to 30 last year and 17 new sewer connections compared to 14 last year.

Vice-Chair Pugh asked Mr. French about other localities assessing a sewer connection fee to the homeowner or to the property.

Mr. French advised he has looked into this issue and explored other alternatives. However, where such a system had been proposed in Campbell County it basically collapsed because citizens did not support the assessments to their property.

Mr. French advised the Service Authority does not have an Accounting Department to track all that is involved and that if \$10 per month is assessed for ten or more years it would be extremely cumbersome for his office to collect since he does not readily have that capability. This is additionally complicated by the low to moderate income status of many of the subject areas' homeowners.

The Board continued a discussion on sewer connection/availability fees and discounts available during the first twelve months after a new sewer line become available.

Chair Tucker asked how private wells and septic systems are monitored in areas where there is a problem.

Mr. French advised that under the Health Department regulations any person who applies for a well and septic system has to meet today's construction standards. If a property owner or neighbor complains when there is a septic system failure, it would be the responsibility of the Health Department to address that issue.

VII. Formal Acceptance of Three Easements from the Lee Family, LLC

Mr. French explained there are three signed easements from the Lee Family to the Service Authority. One easement is for the shoreline restoration along the James River, another for the sewer line with the pre-existing sewer, and a third is for river access to allow the County to get on to the property at Fertilizer Road should the Service Authority decide to develop that access.

Mr. French advised he has the signed acceptance of those easements and the County Attorney will then put her testament signature on the documents. Mr. French said he would then go to the Circuit Court to have the easements recorded.

Vice-Chair Pugh asked about the easement across Fertilizer Road.

Mr. French advised the Lee Family has granted an easement on both sides of Fertilizer Road on which they would have access until the property is developed.

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Ms. Bowyer advised the Board she is satisfied with the documents that are before the Service Authority Board and will wait for the Service Authority Board to approve acceptance.

By motion of Supervisor Marks and with the following vote, the Board acknowledged receipt of the easements and instructed the Director to have them recorded.

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

VIII. Matters from the Members of the Service Authority Board

Supervisor Campbell had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Chair Tucker had no matter to discuss.

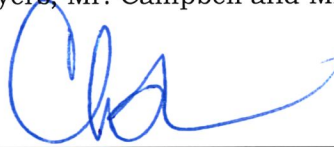
Vice-Chair Pugh had no matter to discuss.

Supervisor Marks had no matter to discuss

IX. Adjournment

By motion of Chair Tucker and with the following vote, the Board moved to adjourn.

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



Claudia D. Tucker, Chair
Amherst County Service Authority Board



Dean C. Rodgers, Secretary