



## AMHERST COUNTY SERVICE AUTHORITY BOARD

### MINUTES

#### A G E N D A

April 4, 2017  
ADMINISTRATION BUILDING - 153 WASHINGTON STREET - PUBLIC MEETING ROOM  
AMHERST, VIRGINIA 24521  
11:00 A.M.

- I. **Call to Order**
- II. **Citizen Comment**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. March 7, 2017
- V. **Monthly Financial Report**
  - A. February 2017
- VI. **Preparation for Grant Application for Winton PER**
- VII. **2017 Utility Rate Benchmarking Report**
- VIII. **Matters from the Members of the Service Authority Board**
- IX. **Closed Session**

Pursuant to § 2.2-3711 (A)(3) and pursuant to § 2.2-3711 (A)(7) of the Code of Virginia, to consult with the County Attorney regarding disposition of County real property, which matter may require the provision of legal advice by the County Attorney and where discussion in open session would adversely affect the County's negotiating strategy.

- X. **Adjournment**

### MINUTES

At a regular meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building on Tuesday, the 4<sup>th</sup> day of April, 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  
L. J. Ayers, III, Supervisor  
Kenneth M. Campbell, Supervisor  
John A. Marks, Jr., Supervisor

ABSENT: None

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

**I. Call to Order**

Chair Tucker called the meeting to order at 11:00 a.m.

**II. Citizen Comment**

There was no public comment.

**III. Approval of Agenda**

By motion of Supervisor Ayers and with the following vote, the Board approved the Agenda for April 4, 2017.

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

**IV. Approval of Minutes**

A. March 7, 2017

By motion of Supervisor Campbell and with the following vote, the Board approved the Minutes for March 7, 2017.

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

**V. Monthly Financial Report**

A. February 2017

Assistant Director of Public Utilities Robert Hopkins addressed the Board and provided an overview of the February 2017 financial report:

A math correction at the bottom of page 3, Balance In February, to read \$184,493.85 instead of \$258,739.39;

Water sales up over 13.5% compared to last month and up 4.9% compared to this time last year, and total revenue up 5.7% compared to last month;

Water connections and availability charges are up slightly over from last year. Water usage is down 4.0%, but revenues are up, approximating the rate increase percentage for 2017;

Sales from waste water generated revenues are down 10.5% from January and down 35.3% year-to-date from February 2016 due to a dry January and February 2017 and the same months being very wet in 2016, with corresponding high revenue from CVTC sewer system stormwater infiltration; and

Connections for waste water are slightly down.

**VI. Preparation for Grant Application for Winton PER**

Mr. Hopkins reported that he and Director French met with County Administrator Rodgers to discuss the water issue at Winton and means of getting enough water out there to support the intentions described by Runk and Pratt in their proposal to purchase the site. A suggestion was

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made to try to obtain grant money for a Preliminary Engineering Report (PER) to study the issue and Mr. Hopkins advised the Board that he and Mr. Rodgers had talked with Hurt & Proffitt, who agreed to do the grant application without a fee.

There was a discussion concerning several options for extending water service to Winton that included ACSA, the Town of Amherst, and private wells. Mr. French said the water usage would average 25,000 gallons per day. He advised this would be a County grant application which would have to go through U.S.D.A. Rural Development. The Service Authority would provide technical information as needed.

Mr. French advised it becomes more complicated if you have a treatment system and that the more scattered systems you have, the higher the rates are to support them.

Mr. French said if the Board wished to proceed, he would initiate the information gathering while the PER grant application was processed.

By motion of Supervisor Marks and with the following vote, the Board directed ACSA staff to assist Hurt & Proffitt with a grant application or seek other alternatives for preparation of a PER for Winton, and also assist with PER preparation by Hurt & Proffitt.

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

**VII. 2017 Utility Rate Benchmarking Report**

Mr. Hopkins addressed the Board, advising that the Service Authority participates annually in a benchmarking study comparing ACSA rates and fees with other similarly-sized authorities in Virginia, using information provided by engineering consultant Draper-Aden and other authorities. The purpose is to provide information regarding possible ACSA rates and fees adjustments for the following year. He advised that ACSA continues to be competitive in both water and sewer rates and fees.

Mr. Hopkins said that ACSA water rates are substantially lower than 9 of 12 similarly-sized authorities in Virginia, including the two Lynchburg Metropolitan Service Area authorities (Bedford RWA and Campbell County USA), and there is plenty of room for a modest rate increase in 2018. He also said that connection fees are much more competitive and ACSA staff is not recommending a fees increase for 2018.

Mr. Hopkins advised that ACSA's sewer rates are also lower than 9 of the 12 authorities listed, slightly higher than Campbell County and much lower than Bedford County, and would allow room for ACSA to modestly raise sewer rates in 2018. He also said that connection fees are much more competitive and ACSA staff is not recommending a fees increase for 2018.

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

Supervisor Marks had no matter to discuss.

Supervisor Campbell had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Vice-Chair Pugh had no matter to discuss.

Chair Tucker had no matter to discuss.

**IX. Closed Session**

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Pursuant to § 2.2-3711 (A)(3) and pursuant to § 2.2-3711 (A)(7) of the Code of Virginia, to consult with the County Attorney regarding disposition of County real property, which matter may require the provision of legal advice by the County Attorney and where discussion in open session would adversely affect the County's negotiating strategy.

Supervisor Marks moved that the Amherst County Service Authority Board convene in closed session pursuant to § 2.2-3711 (A)(3) and pursuant to § 2.2-3711 (A)(7) of the Code of Virginia, to consult with the County Attorney regarding disposition of County real property, which matter may require the provision of legal advice by the County Attorney and where discussion in open session would adversely affect the County's negotiating strategy.

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

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

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

#### **CERTIFICATION OF CLOSED MEETING**

Supervisor Marks 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.

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

#### **X. Adjournment**

By motion of Supervisor Marks 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

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 Claudia D. Tucker, Chair  
 Amherst County Service Authority Board

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 Dean C. Rodgers, Secretary