



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

AGENDA
January 9, 2018

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
4:00 p.m.

- I. Call to Order**
- II. Citizen Comment**
- III. Amherst County Service Authority Reorganization for 2018**
 - A. Election of Authority Board Chair and Vice Chair
 - B. Board Appointment of Treasurer
 - C. Scheduling of Regular Monthly Meetings and Locations
 - D. Adoption of Rules of Procedure for 2018
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - A. November 7, 2017
- VI. Monthly Financial Report**
 - A. October & November 2017 Monthly Reports
- VII. Discussion**
 - A. 2017 Bad Debt Write-offs
 - B. DEQ Wastewater Treatment Plant Regulations Changes
 - C. ACSA Orientation and State of the Utility
- VIII. Matters from the Members of the Service Authority Board**
- IX. Closed Session**
 - A. Closed session to consider acquisition of real property
- X. Adjournment**

MINUTES

At a Regular Meeting of the Amherst County Service Authority Board and held at the Amherst County Administration building thereof on Tuesday, the 9th day of January, 2018, at 4:00 p.m., the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT: Claudia D. Tucker, Chair
 L. J. Ayers, III, Vice-Chair
 David W. Pugh, Jr., Supervisor
 Kenneth M. Campbell, Supervisor
 Jennifer R. Moore, Supervisor

ABSENT: None

STAFF PRESENT: Authority Secretary Dean C. Rodgers; Authority Deputy Secretary David R. Proffitt; Director of Public Utilities Robert A. Hopkins; Interim County Attorney Michael W. S. Lockaby; and Executive Administrative Assistant Regina M. Rice

I. Call to Order

Amherst County Service Authority Board Secretary Dean Rodgers called the meeting to order at 4:00 p.m.

II. Citizen Comment

There was no public comment.

III. Amherst County Service Authority Reorganization for 2018

A. Election of Authority Board 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 Campbell and with the following vote, the Board declared Claudia D. Tucker as Chair of the Amherst County Service Authority Board for 2018.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
 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 Pugh nominated L. J. Ayers, III, for Vice-Chair. There were no other nominations.

By motion of Chair Tucker and with the following vote, the Board declared L. J. Ayers, III, as Vice-Chair to the Amherst County Service Authority Board for 2018.

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

B. Board Appointment of Treasurer

Chair Tucker opened nominations for Board appointment of Treasurer of the Amherst County Service Authority Board. Chair Tucker nominated Dean Rodgers for Treasurer. There were no other nominations.

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

Chair Tucker made a motion to rescind this motion.

By motion of Chair Tucker and with the following vote the Board rescinded the motion to appoint Dean Rodgers as Treasurer of the Amherst County Service Authority Board.

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

By motion of Supervisor Pugh and with the following vote, the Board appointed Joanne Carden to serve as Treasurer of the Amherst County Service Authority Board.

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

C. Scheduling of Regular Monthly Meetings and Locations

By motion of Supervisor Pugh and with the following vote, the Board approved that the Service Authority Board meet at 11:00 a.m. on the first Tuesday of each month in 2018 in the Public Meeting Room.

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

D. Adoption of Rules of Procedure for 2018

By motion of Supervisor Campbell and with the following vote, the Board adopted the Rules of Procedure for 2018.

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

IV. Approval of Agenda

By motion of Vice-Chair Ayers and with the following vote, the Board approved the Agenda for January 9, 2018.

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

V. Approval of Minutes

A. November 7, 2017

By motion of Vice-Chair Ayers and with the following vote, the Board approved the Minutes for November 7, 2017.

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

ABSTAIN: Ms. Moore

VI. Monthly Financial Report

A. October & November 2017 Monthly Reports

ACSA Director Robert Hopkins presented the October and November 2017 Monthly Reports. Mr. Hopkins explained that because of a lack of development in certain areas and general reduction in water usage by Service Authority customers, water and wastewater sales, revenues, and sales volume for 2017 are down as compared to 2016. New development water and sewer connections are down 35.3% and 23.1%, respectively, from 2016.

By motion of Vice-Chair Ayers and with the following vote, the Board accepted the October and November 2017 Monthly Financial Reports.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore

NAY: None

ABSTAIN: None

VII. Discussion

A. 2017 Bad Debt Write-offs

Mr. Hopkins addressed the Board regarding the annual task to write off old bad debts. The total for 2017 is \$23,296.26, a slight increase from 2016, but still only 0.53% of the budget.

Mr. Hopkins advised that, by forwarding the bad debt list to the Virginia Set-Off Debt Program, the Service Authority may be able to recoup some of the money if those citizens are due a tax refund from the Commonwealth of Virginia.

He advised that the Service Authority has a program to pay off a debt over time and is very accommodating about working with customers. He would like to make some billing changes, including adding to the bill, after the payment date and late fee date, a date 2 weeks later after which the water will be cut off. He also plans to monitor the billing more closely himself and track delinquent customers.

Chair Tucker asked if the Service Authority could obtain a better address for those citizens from the Treasurer's office. Mr. Hopkins replied that most of the bad debt "unable to locate" listings are renters who skipped out on their bills and are now gone from the area or in the area at other, unknown locations.

Mr. Hopkins said some of those folks have financial setbacks, some are renters and some just skip out of paying their bill.

By motion of Supervisor Campbell and with the following vote, the Board approved the write-off of three-year old bad debts and directed staff to forward such debts to the Virginia Set-Off Debt Program.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore

NAY: None

ABSTAIN: None

B. DEQ Wastewater Treatment Plant Regulations Changes

Director Hopkins explained that the VA Dept. of Environmental Quality is looking at changing the regulations for waste water treatment plants to lower the level of ammonia nitrogen in plant discharges.

Mr. Hopkins described the Service Authority's two small treatment plants and estimated these changes would cost an estimated \$250,000 to \$500,000 in upgrades to each.

Mr. Hopkins has participated in a joint effort of Virginia utilities, including presenting at a DEQ public hearing and sending a letter, to request that DEQ put this action on hold to allow the Commonwealth's wastewater utilities to accumulate money to do this upgrade and allow the Commonwealth to establish a funding assistance program.

Mr. Hopkins recommended acceptance of this plan of action. He will keep the Board informed of events as they proceed. DEQ is supposed to finalize its plans later in 2018.

By motion of Vice-Chair Pugh and with the following vote, the Board accept this plan of action.

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

C. ACSA Orientation and State of the Utility

Director Hopkins provided the Board with an orientation and State of the Utility to refresh the Board and benefit the newest Board member, Ms. Moore.

Mr. Hopkins directed Board members to the ACSA Water and Wastewater Facility Plan for general information on the Service Authority, and explained the organizational chart and their positions, a Strengths-Weaknesses-Opportunities-Threats analysis, various metrics that demonstrate the financial position of the Service Authority, 2017 accomplishments and upcoming projects.

Supervisor Pugh asked about the CDBG Block Grant and what is being done with that money. Mr. Hopkins noted that the Service Authority has received the \$500,000 grant from the State, for which \$250,000 is dedicated in ACSA reserves.

Mr. Hopkins advised the County CDBG money is being used on housing and drainage projects and the ACSA grant will be used to rehabilitate eighty-year-old sanitary sewers on Main Street, and also on several additional streets, depending on the construction bids.

VIII. Matters from the Members of the Service Authority Board

Supervisor Moore had no matter to discuss.

Supervisor Campbell had no matter to discuss.

Supervisor Pugh had no matter to discuss.

Vice-Chair Ayers had no matter to discuss.

Chair Tucker had no matter to discuss.

IX. Closed Session

A. Closed session to consider acquisition of real property

Supervisor Campbell moved that the Amherst County Service Authority Board convene in closed session pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the purpose of discussion related to consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically relating to the acquisition of property in District III.

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

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

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
 NAY: None
 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.

Mrs. Tucker	AYE
Mr. Pugh	AYE
Mr. Ayers	AYE
Mr. Campbell	AYE
Ms. Moore	AYE

X. Adjournment

By motion of Supervisor Campbell and with the following vote, the Board adjourned at 4:59 p.m.

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



 Claudia D. Tucker, Chair
 Amherst County Service Authority Board



 Dean C. Rodgers, Secretary