

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

AGENDA

April 2, 2019

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. Minutes – March 5, 2019
- V. Monthly Financial Report**
 - A. February 2019 Financial Report
- VI. Director's Report (Old Business)**
 - A. Director's Report (Old Business)
- VII. New Business**
 - A. VDOT Woodys lake Road Improvements
 - B. City Tabletop Exercise
 - C. Phenomenal ACSA
 - D. Director's Schedule
- VIII. Matters from the Members of the Service Authority Board**
- IX. Adjournment**

MINUTES

At a Regular Meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 2nd day of April, 2019, the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT:	L. J. Ayers III, Board Member Kenneth M. Campbell, Board Member Claudia D. Tucker, Board Member	ABSENT: David W. Pugh, Board Member Jennifer R. Moore, Board Member
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STAFF PRESENT: Robert A. Hopkins, PE, Director of Public Utilities/Board Secretary
Michael W. S. Lockaby, County Attorney
Regina M. Rice, EA Clerk to Boards

I. Call to Order

ACSA Director Ayers called the meeting to order at 11:03 a.m.

II. Citizen Comment

There was no public comment.

III. Approval of Agenda

By motion of ACSA Director Campbell, and with the following vote, the ACSA Board amended the agenda for April 2, 2019 by adding Staff Recognition and a re-appropriation to FY2019 Budget after Item IV.

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

IV. Approval of Minutes

By motion of ACSA Director Campbell, and with the following vote, the ACSA Board approved the minutes of the March 5, 2019 ACSA Board meeting.

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

At this time, Director Hopkins introduced ACSA staff that were present and presented a cake and Letters of Commendation to all Board members from ACSA staff in appreciation of the ACSA Directors and their help in achieving the 2018 Excellence in Waterworks Operations and Performance from the Virginia Dept. of Health.

ACSA Chairman Ayers thanked all the staff for what they do to provide safe drinking water for the community and the commitment they each make.

Continuing the meeting, Director Hopkins explained the need to re-appropriate \$39,000 in FY2019 budget for the water line replacement contract.

By motion of ACSA Director Campbell and with the following vote, the Board re-appropriated \$39,000 from the FY2019 budget to line 81300-6050.

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

V. Monthly Financial Report

Director Hopkins reported on the following items:

February, 2019 Monthly Financial Report:

1. Water
 - a. Revenues: Water sales (top 3 lines Section I.A) +7.5% vs. YTD02/2018
Total revenues +2.35% vs. YTD02/2018
Summary: Good start. New service connections are down, but many expected in the next few months.
 - b. Connections: -87.5% vs. YTD02/2018
So far in 2019, new water service connections (2):
3.2% of 2018 total
9.4% of 5-year annual average
3.1% of pre-recession annual average (65)
Sites for 16 more connections approved, under construction.
Design underway for sites for 49 more connections.
2. Wastewater
 - a. Revenues: Wastewater sales (top 3 lines Section I.B) +42.9% vs. YTD02/2018
Total revenues +20.44% vs. YTD02/2018
Summary: Great start to 2019. New service connections are down, but many expected in the next few months.
 - b. Connections: 0% vs. YTD02/2018 (none either month)
Since end of 2018, new service connections (0):
N/A times 5-year annual average
N/A% of pre-recession annual average of 15
Site for 2 connections approved, under construction.
Design underway for sites for 84 more connections (expect 8 in 2019; the rest depend on existing drainfields and Phelps Rd. School development).
3. Water and Wastewater
 - a. Sales: +14.4% vs YTD02/2018
 - b. Revenues: +5.8% vs YTD02/2018
 - c. All revenues: +5.8% vs YTD02/2018
 - d. Summary: Good start to 2019, especially with the number of new water and sewer connections now under construction and in design.

VI. Director's Report (Old Business)

1. James River Bank Stabilization Project – new erosion areas
 - Slightly worse; continuing to monitor; talking to Operations Manager and Maintenance Supervisor about temporary repairs by ACSA crew, one at a time, starting spring 2019.
2. Water and Sewer Rehabilitation/Extension/Replacement Projects
 - Old Town Madison Heights CDBG Grant Sewer Rehabilitation
 - * Little progress since last Board meeting.
 - * Excavation work (new manholes, point repairs, etc.) scheduled to start in April.
 - * Contractor on schedule for completion before contract deadline.
 - Ridge St. Water Main Replacement
 - * Installation to Good lot complete, with hydrant at Spring St.
 - * ACSA water line extension to cul-de-sac, with 2 hydrants, to start April 1.
 - * Water services relocations to start summer 2019.

- Joint ACSA-County sanitary sewer extension program, American Legion Hall area:
 - * Still waiting for VDOT design approval and permit.
 - * Easement acquisition to resume early 2019 with VDOT approval.
 - * Expect to start Phase 1 construction and Phases 2 and 3 design spring 2019.
- 3. EDA Business Friendliness Initiative (per Board-adopted priority chart)
 - Priority 1a – 1d Water and sewer availability fees policy evaluation
 - * Minimal progress on annual benchmarking study.
 - * EDA Director – ACSA Director email problems prevented her from getting a request that she solicit responses from business friendliness survey respondents about how best to allow applicants to pay high availability fees over time.
 - Priority 2 Major upgrade to communications efforts:
 - * No progress, other than continuing to solicit water-sewer customers' phone, email, and text information for NOTIFY software use.
 - Priority 3 Clear policy regarding ACSA construction of water and sewer lines
 - * No progress since last Board meeting.
 - Priority 5 ACSA Board re-organization
 - * No progress since last Board meeting.
 - Priority 6 Update ACSA Water Office building
 - * Most recent information is that the BB&T-SunTrust has been approved and will proceed. The Director will continue to talk to SunTrust executives about the Rte. 29-Dillard Rd. bank branch.
- 4. Asset Management Plan
 - Progress since last Board meeting:
 - * Progress on written Asset Management Plan.
 - Operations Manager getting monitoring and maintenance information for 4 water storage tanks and 7 smaller sewage pump stations
 - * Infrastructure evaluations
 - Contractor inspection of James River sanitary sewers done.
 - Hurt & Proffitt inspections of other sections of other sanitary sewers ongoing.
 - Evaluation of 7 smaller pump stations done.
 - * Infrastructure improvements
 - American Legion Hall area sanitary sewer extension design submitted to VDOT
 - Lighthouse Sewage Pump Station upgrade started, for completion in 2019
 - * Central Virginia Training Center Sewer Meters
 - Found out last week from CVTC that, instead of mid-2020 CVTC closure, the State's offer of \$50,000 is only good to current fiscal year end, 6/30/19.
 - Director immediately called all contractors:
 - * Engineering services proposal signed; surveys re-scheduled for 3/28.
 - * Equipment vendor proposal for new equipment and installations signed 3/26; 3 – 4 week lead times; equipment onsite by early May.
 - * Met with miscellaneous construction contractor 3/28, should have proposal next week.
 - * Installations and startups should not take more than 30 days. Not anticipating any trouble having all work done and invoiced in time.

- * Board inquiry about establishing separate fund for program contributions
 - Only 4 numbers to track: \$162,500 (2016), \$164,150 (2017), \$167,925 (2018), \$171,787 (approved by Board for ACSA CY2019 budget)
 - Hopkins working with County Finance Director Wilkes on possible new fund for County & ACSA contributions. Hopkins waiting for latest Trial Balance Report from County Treasurer, will update standard ACSA analysis per recommendations of Susan Chapman, Brown & Edwards. Wilkes waiting for final 2018 audit financial report from Brown & Edwards.
 - Hopkins working with VDH to identify, prioritize, cost-estimate projects.
 - Program funding and progress report:
 - * 2019 American Legion Hall area (layout)
 - * 2020 Wellview Dr., Phase 2
 - * 2021 Ivanhoe WWTP replacement with pump station (layout)

By motion of ACSA Director Tucker and with the following vote, the ACSA Board directed Mr. Hopkins to work with Mr. Lockaby and any other accounting staff resource to see what options are available to expedite the funding to create new water lines and sewer lines.

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

- * Hopkins met Susan Chapman, Brown & Edwards, 3/22 about current audit and Addressing recommendations to improve ACSA, revised ACSA budget for 2019, improvements to ACSA report on analysis of Treasurer's trial balance report (copy attached). Future monthly work lunches planned.
5. Amherst County Watershed Coordinator resignation – Possible James River Association Consortium, phone interview, attachment
 - In response to resignation, Robert E. Lee Soil & Water Conservation District cancelled all MOUs (ACSA, Town of Amherst, Appomattox County, others); Director trying to meet with District Board to coordinate District participation in new MOU with JRA and others.
 6. Board reminders:
 - Director of Public Utilities performance appraisal.
 7. Amherst County High School Water-Sewer Operator Apprentice Program
 - Waiting for information from Craig Maddox, School Board.
 8. New Ammonia Nitrogen Rule for Wastewater Treatment Plant Discharges
 - HB 1822 unanimously passed General Assembly, expected to be signed by governor
 - ACSA to start working on Ivanhoe wastewater treatment plant (WWTP) replacement with pump station/sewer extensions upon final approval of DEQ rule:
 - * Preliminary Engineering Report, Ivanhoe WWTP Replacement Project, in 2020:
 - Project layout sketch.
 - "Reasonable Potential" for need for Ivanhoe WWTP upgrades to protect mussels, snails, etc.
 - Determination of method(s) and cost(s) to evaluate Ivanhoe WWTP, if needed.
 - Apply for DEQ grant, up to estimated cost to upgrade WWTP, to replace WWTP with pump station.
 - * Ivanhoe project to include sewer extensions to over 100 homes on aging drainfields.
 - * Westbriar WWTP replacement project to include sewer extensions to over 70 homes.

VII. New Business

1. VDOT Woodys Lake Road Project

- Director has been tracking this for over a year, trying to get VDOT to agree to relocate water lines and extend sewer lines; VDOT said it would be a policy violation to do so.
- 12/19/2018 meeting with VDOT, Director finally got VDOT to agree to the possibility.
- 3/13/2019 letter from VDOT agrees to include the utility work in VDOT's project cost.
- Director meeting with Hurt & Proffitt and George E. Jones soon to begin plans and cost estimate for utility work, for submittal to VDOT prior to 4/19/2019 deadline.

2. 3/13/2019 City Tabletop Exercise

- Director was invited by City of Lynchburg to participate in an exercise about emergency water contamination scenario. As a result:
 - * Director planning to talk to Dan French, former ACSA Director, about moderating in-house 2019 tabletop exercise for hurricane emergency.
 - * Director planning to talk to Sam Bryant, County Public Safety Director, about County 2019 tabletop exercise for an emergency scenario to be agreed upon.
 - * Director planning in-house radio communications training for new ACSA staff.
 - * Director planning to schedule a security assessment of ACSA facilities, at no cost.

3. "Phenomenal" ACSA

- Director Hopkins advised he took his list and added items that the Board came up with. He wants to work with the Board to address the items a little at a time. It was the consensus of the Board to digest this information and talk about it later.

ACSA Director Tucker asked about the suggested staff reorganization item and hiring a staff attorney or outside legal counsel. Hopkins noted that, per former ACSA Director French, a previous Board many years ago decided that it was a potential conflict of interest for the County Attorney to also represent ACSA and directed French to establish a budget line item for legal representation. That line item existed in the annual ACSA budget for many years, until Hopkins consolidated it with another professional services line item in the re-formatting/consolidation of the budget for 2019.

County Attorney Lockaby commented that the State Attorney General said the dual legal representation by the County Attorney is not a legal conflict of interest. The Board of Supervisors and the ACSA Board of Directors are the decision makers and he reports to and represents both boards. There may be staff level conflict attributed to personality or personality or political conflict of interests.

Hopkins noted that he conducted a poll of water-sewer authorities across Virginia about legal representation. He received 30 responses; 28 responders are represented by other than the local County Attorney. Of the two others, one is Pulaski County Service Authority in Southwest Virginia, which Hopkins knows little about; the other is Louisa County Water Authority, which is one tenth the size of ACSA, has no debt, and gets a substantial portion of its funding from Louisa County, all of which makes representation by the County Attorney reasonable. But none of those conditions exist for ACSA.

4. Director's Schedule to next Board meeting:

- 3/26 Amherst County High School life training exercise
- 4/3 - 5 Governor's Infrastructure Conference, Roanoke, for available information for funding for interconnection of ACSA and City of Lynchburg water systems and ACSA sanitary sewer extensions into developed residential areas
- 4/8 Annual meeting of Virginia Water and Wastewater Authorities Assn., Staunton

VIII. Matters from Members of the Service Authority Board

By motion of ACSA Chairman Ayers and with the following vote, the Board recalled ACSA Chairman Ayers' vote on the minutes of March 5, 2019 noting his abstention from voting on those minutes.

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

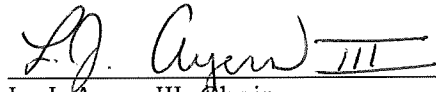
By motion of ACSA Director Tucker and with the following vote, the ACSA Board approved the minutes of March 5, 2019.

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

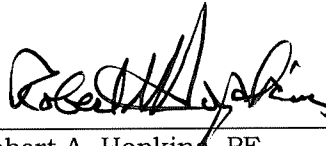
IX. Adjournment

By motion of ACSA Director Pugh and with the following vote, the Board adjourned at 11:46 a.m.

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



L. J. Ayers III, Chair
Amherst County Service Authority Board



Robert A. Hopkins, PE
ACSA Board Secretary