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Augusta Water
Regular Board Meeting, Thursday, August 15, 2024, at 1:30 p.m.
Field Operations Training Room

PRESENT: Garry R. Gordon, Vice Chairman, Middle River
Harvey Almarode, South River District
Matthew Egeli, Wayne District
Michael L. Shull, Riverheads District
Timothy Simmons, Pastures District
Phil Martin, Executive Director
Brent Canterbury, Treasurer
Jean Marshall, Board Secretary

ABSENT: Andrew C. Middleton, Chairman, North River District
Allen Dahl, Beverley Manor District

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CALL TO ORDER

The Vice Chairman called the meeting to order at 1:35 p.m.

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ADOPTION OF AGENDA

Mr. Simmons moved, seconded by Mr. Shull to adopt the Agenda of the regular Board meeting as presented.

Vote was as follows:

Yeas: Gordon, Almarode, Egeli, Shull, and
Simmons
Nays: None

Motion approved.

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APPROVAL OF MINUTES

Mr. Shull moved, seconded by Mr. Egeli, to approve the Minutes of the Regular Board Meeting of July 18, 2024, which were sent to the members prior to this meeting.

Vote was as follows:

Yeas: Gordon, Almarode, Egeli, Shull, and
Simmons
Nays: None

Motion approved.

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MATTERS PRESENTED BY THE PUBLIC

No members of the public were in attendance to make comments and no public comments were brought forth by Staff.

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EXECUTIVE DIRECTOR’S HIGHLIGHTS

The Executive Director’s Highlights were included in the Board packet and reviewed with the Board members. Mr. Martin gave an update on the Consumer Price Index (CPI) and the Producer Price Index (PPI). The CPI increased 0.2% in July resulting in a 2.9% year to year increase. The PPI increased 0.1% in July, resulting in a 2.2% increase year to year.

Mr. Martin reminded the Board of Augusta Water’s participation in a pilot program in June of last year. The program, Pay for Demonstrated Performance, was developed by the Department of Environmental Quality (DEQ) and allowed utilities to offer a bid to be paid for nutrient credits. Mr. Martin has received notice Augusta Water’s bids were accepted and approximately \$800.00 will be awarded to Augusta Water for the nutrient credits.

There were no questions or comments by the Board members.

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PROGRESS REPORT

The July Progress Report was included in the Board packet and reviewed with the Board members. There were no questions or comments.

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REVISION TO THE AUGUSTA WATER PURCHASING POLICY

Augusta Water’s Purchasing Policy includes in Section 1.3 SIGNATURE AUTHORITY, provisions that an “approved budget” is the one adopted by the Augusta Water Board. The policy requires authorization by the Augusta Water Board for all purchases, contracts, and change orders exceeding signatory authority of the Executive Director. No provision is made for the Augusta Regional Landfill (Landfill) Budget, which is adopted by the Landfill Management Committee (LMC) for purchases, or any mention of contracts or change orders pertaining to Landfill work.

The Landfill Operating Agreement also refers to the LMC as the “Executive Committee” and states the Service Authority shall make purchases and sign contracts in accordance with the Virginia Public Procurement Act and the Service Authority purchasing policies.

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Due to the lack of distinction between the Landfill and Augusta Water approved budgets in the Purchasing Policy, when a purchase, contract, or change order is above the Executive Director’s signatory authority, the action has to be first approved by the LMC, then go through an additional step of being approved by the Augusta Water Board of Directors. Since LMC meetings are typically held on the fourth Thursdays of February, April, July and September, the action is necessarily delayed three weeks until the Augusta Water Board meets on the third Thursday of each month.

Staff desires to differentiate between the Landfill and Augusta Water budgets and allow approval by the LMC for Landfill purchases, contracts and change orders above the Executive Director’s signatory authority.

Staff recommends the Board approve the two revisions to the Augusta Water Purchasing Policy.

After discussion, Mr. Egeli moved, seconded by Mr. Simmons to approve the revisions to the Augusta Water Purchasing Policy as presented.

Vote was as follows:

Yeas:	Gordon, Almarode, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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COMMITTEE REPORTS

Mr. Simmons stated the Personnel Committee report will be given during the Closed Session.

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CLOSED SESSION

Mr. Egeli moved, seconded by Mr. Simmons to convene in Closed Session pursuant to Virginia Code 2.2-3711(A)(1) to discuss personnel matters regarding performance review and evaluation.

Vote was as follows:

Yeas:	Gordon, Almarode, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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Mr. Shull moved, seconded by Mr. Egeli to come out of Closed Session.

Vote was as follows:

Yeas:	Gordon, Almarode, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

Mr. Gordon moved to certify that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements which matters were identified in the motion authorizing the closed session, were heard, discussed, or considered in closed session.

Members certifying were Gordon, Almarode, Egeli, Shull, and Simmons.

The Personnel Committee moved to accept the FY2025 performance goals and compensation for the Executive Director as introduced to each of the Board members in Closed Session.

Vote was as follows:

Yeas:	Gordon, Almarode, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

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BOARD COMMENTS

There were no comments made by the Board members.

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ADJOURNMENT

There being no further business, Mr. Simmons moved, seconded by Mr. Shull to adjourn the meeting at 2:02 p.m.

Vote was as follows:

Yeas:	Gordon, Almarode, Egeli, Shull, and Simmons
Nays:	None

Motion approved.

Board Secretary

Chairman