

VML VACo APCo Steering Committee Draft Minutes

Date: April 10, 2025

Location: Roanoke City Public Schools – Media Center

40 Douglass Ave NW, Roanoke, VA 24014

Time: 2:00 p.m. – 3:00 p.m.

Members present

Carol Davis, Town of Blacksburg, Chair,

Jeff Shawver, Roanoke City Public Schools, Vice Chair

Laura Carini, City of Roanoke, Executive Committee

Tim Castillo, Amherst County Service Authority, Executive Committee

Ashley King, Roanoke County

Linda Millsaps, Floyd County

Additional attendees

Kevin Blankenship, Town of Abingdon; Chris Dye, Russell County PSA; Jared Linkous, Pulaski County PSA; Chris Whitlow, Franklin County; Jon Lanford, Roanoke Valley Resource Authority; Scott Shirley, Western Va Water Authority; Antonia Arias-Magallon, Town of Vinton; Stephen Bear, Roanoke Regional Airport; Robert Wood, Town of Rocky Mount; Scott Woodrum, Montgomery County.

1. Welcome & Introductions

Ms. Carol Davis opened the meeting with brief introductions of attendees, their titles, and locations.

The proposed agenda was reviewed by Sandy Harrington.

Background of the Steering Committee and the inclusion of public authorities was discussed:

- Established in 1978 and supported by VML and VACo.
- Represents the interests of localities and public authority customers.
- Provides experienced legal counsel and consultants.
- Participates in State Corporation Commission (SCC) rate-making proceedings.
- Negotiates biennial/triennial contracts with APCo, addressing base rates, tariffs, surcharges, and surcredits.
- Operates with a shared leadership and cost structure to maximize benefits and minimize expenses.
- All members participate voluntarily, outside their regular job duties.

2. Election of Officers & Executive Board Members (2025–2026)

Approved Slate:

- Chair: Carol Davis (Town of Blacksburg)
- Vice Chair: Jeff Shawver (Roanoke City Public Schools)
- Secretary & Treasurer: Designated VML staff member

Executive Board Members:

- Laura Carini (Roanoke City)
- Tim Castillo (Amherst County Service Authority)

Additional Nominees (Effective Feb 2025):

- Linda Milsaps (Floyd County)
- Ashley King (Roanoke County)

Motion to approve by Tim; seconded by Linda. All approved.

3. FY2026 Proposed Budget – \$295,000

Key Priorities:

- Continued regulatory engagement before the SCC.
- Flexibility to respond to APCo's actions.
- Contract negotiations and preparation for next biennial rate case.
- Additional consulting support for specific tariffs (e.g., LED streetlights).

Budget Assumptions:

- \$75,000 from carryover funds.
- 19% projected non-payment rate (~20 public authorities).
- Pro-rata share based on electricity consumption.
- Assessment rate: 0.005 cents/kWh
- Goal: Smooth assessments year to year for budget planning.

Recommendations:

- Distribute member savings/cost summaries in January or February for budget planning.
- Reach out to non-paying members and update primary contacts.
- Consider developing a general accounts receivable contact list for each PA.

Motion to adopt proposed budget by Linda; seconded by Tim. All approved.

Assessments to be sent mid-June.

Payments due August 1, 2025 (start of FY).

4. Committee Branding Discussion

Suggested renaming the committee for clearer reference and easier recognition. Members invited to bring name ideas to a future meeting.

5. Electronic Participation Policy

Draft policy reviewed regarding remote electronic participation.

- Standards for individual remote attendance.
- Procedures for fully virtual public meetings.
- Commitment to two in-person meetings annually; others may be virtual.

Additional discussion to come on virtual note-taking procedures and tools (e.g., AI).

Motion to adopt policy by Tim; seconded by David. All approved.

6. Legal & Contract Update

Williams Mullen Legal Team: John Walker and Anna Birkenheier

Contract Status:

- Current APCo Public Authority Contract finalized April 2021 (retroactive to Jan 1, 2021); runs through Dec 31, 2024.
- Steering Committee voted in Feb 2024 to extend the contract through Dec 31, 2025.
- APCo submitted a Public Authority Cost-of-Service Summary.
- Consultant team under WM is reviewing; update expected at a future Executive Committee meeting.

7. Member Questions & Discussion

- How are localities' rates confirmed as accurate? Jeff to share the contact for rate auditing.
- Track kWh usage to monitor alignment with negotiated rates.
- Request for a consolidated member benefit list for distribution to local communities.
- Issue a certificate of participation for members to present to utilities or financial officers.
- Proposal emailing the anticipated PA cost in January/February to support budget planning.
- Importance of updating contact lists—especially AR/finance email contacts.
- Sharing APCo business rep names for each locality.
- Encouragement for PAs to participate in SCC hearings if able.

8. Adjournment

Motion to adjourn by Tim; seconded by Ashley. All approved.