**VML/VACo APCo Steering Committee**

**Minutes of the Committee**

**February 11, 2022**

**Via Zoom**

**Members present:**

Carol Davis, Acting Chair; Jeff Shawver/Executive Board: Laura Carini/Executive Board; Robert Hiss: Robert Wood: Mark Jamison: David Jeavons: Michelle McClanahan: Randy Wingfield

Additional attendees: Sue Mellen and Rob Bullington, VML Staff support

Ms. Davis welcomed everyone and invited the Executive Board members and VML staff to introduce themselves. She reviewed the agenda and provided an overview of the Committee’s charge and mission. She noted that a quorum was reached per Steering Committee by-laws.

Ms. Davis presented the following proposed slate of officers for a provisional vote. Members will have 30 days after a call for additional nominations is sent out by Steering Committee Secretary following the meeting.

* Chair: Carol Davis, Chair (Blacksburg)
* Vice Chair: Jeff Shawver (Roanoke City Public Schools)
* Secretary & Treasurer: VML staff as designated by Executive Director

Ms. Davis asked if there were any additional nominations. There were none.

Ms. Davis then asked for a motion. Mr. Hiss motioned the slate of officers and Mr. Jamison seconded the motion. The motion passed unanimously.

Ms. Davis reviewed the current additional executive board members of Laura Carini (Roanoke City) and Michael Hatfield (Wise County) and asked for any additional nominations for additional executive board members. There were none. Mr. Hiss motioned the acceptance of the additional board members and Mr. Jamison seconded the motion. The motion passed unanimously.

Ms. Davis then reviewed the current regulatory and rate actions taken by APCo over the past year.

Ms. Davis then put forward for discussion the Committee seeking to issue an RFP for legal counsel. She discussed the rational and timing for the RFP, which includes the decision to ensure that although not required, best procurement practices are followed. Ms. Davis mentioned that although there are no complaints about the current legal counsel, it has been a multi-decade relationship and the need to ensure that it is a competitive award is in the interest of the committee. She invited any members to participate in the subcommittee to review applications and interviews. The goal is to have selected counsel by the new fiscal year.

Sue Mellen (Steering Committee Treasurer/VML Staff Support) then presented an overview of the FY23 proposed budget including the anticipated expenditures, methodology of assessment and data on which it is based and the need to have adequate reserves and smoothing out of assessments over a three-year cycle. The recommended FY23 budget is $275,000. This does factor in a 12 % nonpayment. It is also anticipated that the budget will be similar for FY24 and FY25. Ms. Mellen then reviewed illustrative examples of member assessments for FY23, stressing that the assessment is proportional to other members usage and can fluctuate based on that proportion. Assessments will go out in early May with a due date of August 1.

A discussion ensued regarding nonpayment entities.

Mr. Jamison made the motion to approve the budget. Mr. Jevins seconded, and the motion passed unanimously.

Ms. Davis then opened discussion to a potential change to the Steering Committee name with the goal of making it less confusing and more compact. Two options were put forward: APCO Public Entities Negotiation Group (APENG) and APCO Public Entities Steering Committee (APESC). A discussion ensued. APCO Public Entities Rate Negotiation Group (APERNG) and APCO Public Entities Team (APET) were also suggested. Using the word commission was also suggested but will have to reviewed for potential legal ramifications. Ms. Davis stated that the Steering Committee Executive Board will consider these additional suggestions and come back to the membership with a refined set of proposed name changes for a vote.

Ms. Davis then reviewed proposed revisions to the by-laws that will be brought to a vote at a future meeting.

Ms. Davis then asked the group to weigh in on their interest in the Steering Committee offering a webinar/training for members. that would walk members through the process to audit their utility accounts to ensure that they are receiving the proper utility rates on their accounts including streetlights. The group expressed interest in a webinar on this topic.

Ms. Davis then ended the meeting.