



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

October 3, 2023
1:30pm

Members Present: Edgar J.T. Perrow, Jr. Chairman
Tom Martin, Member
David Pugh, Member
Drew Wade, Member

Members Absent: Wesley Woods, Vice Chairman

Staff Present: Timothy Castillo, Executive Director
Richard Hall, Assistant Director

Mark Popovich, County Attorney

- I. Call to Order – Chairman Perrow called meeting to order at 1:30pm.
- II. Approval of Agenda –
By motion of Mr. Wade and with the following vote, the Board voted to approve the agenda for the October 3, 2023, ACSA Board Meeting:
 AYE: Mr. Perrow, Mr. Martin, Mr. Pugh, Mr. Wade
 ABSENT: Mr. Woods
- III. Citizen Concerns / Comment – There were no citizens wishing to speak.
- IV. Consent Agenda –
 - A. Approval of Minutes
 - i. Draft Minutes for September 5, 2023, Regular Board of Director's Meeting
 - B. Monthly Financial Reports
 - i. August 2023 Financial Report

Mr. Wade made the following recommended amendment to the draft meeting minutes to add Mr. Drew Wade to Members Present.

By motion of Mr. Wade and with the following vote, the Board approved the Consent Agenda as amended.

AYE: Mr. Perrow, Mr. Martin, Mr. Pugh, Mr. Wade
ABSENT: Mr. Woods

V. Informational Report

1. James River Stabilization Project

Mr. Castillo informed the Board that EPA – Region 3, approved ACSA's Cost Share Waiver Request. This request is now forwarded to DEQ's Headquarters for their approval.

2. DEQ Consent Order – Henry Lanum Water Treatment Plant Discharge July 5, 2022

Mr. Castillo reported DEQ is allowing ACSA to apply \$10,417.84 of the Civil Penalty to a Supplemental Environmental Project (ACSA's James River Streambank Stabilization Project). Once this is publicly advertised for a 30-day comment period, the Consent Order will become effective.

3. Water and Sewer Rehabilitation / Extension / Replacement & Other Infrastructure Projects

4. Graham Creek Reservoir Dam Improvement Projects

5. Amherst County Gateway (River Road) Sanitary Sewer Extension

Mr. Castillo reported the average age of septic systems in the Merrymoor subdivision (69 homes) is approx. 40 years old. Approx. 10% of their septic systems have failed in the past. Efforts should be made to serve these areas with the Gateway Sewer Project to provide connections as future septic system failures occur.

6. Madison Heights Town Center

7. Grace Church – Trojan Road Improvements

8. Strategic Planning

9. Cook-out Restaurant Development Project

10. Johnson's Health Center Development Project

11. Lyttleton Lane Tank Maintenance

Mr. Castillo reports further discussions with DEQ concerning the Seminole Plaza. They are in support of an approach of a public-private project to address issues.

Mr. Castillo discussed ACSA staffing changes due to recent retirements and resignments: ACSA has openings for a Water Operator, Water Operator Trainee, Senior Utility Maintenance Technician, Utility Maintenance Technician, and a Senior Water Office Technician. Mr. Castillo discussed the difficulty in recruiting licensed operators. Also, due to changes in the State's testing requirements, preparing operators for certification exams has become more challenging, resulting in declining passing rates.

Mr. Perrow commented positively on the application of the Amherst Co. Brand/Logo on the Lyttleton Lane Water Storage Tank.

There were no other Board discussions concerning the Informational Report.

VI. New Business

A. ACSA 2023 Series A Bond Anticipation Note – Interim Financing Amended Resolution

Mr. Castillo explained amendments to ACSA 2023 Series A Bond Anticipation Note, which was prepared by ACSA's Bond Counsel, and is being presented to the Board as Resolution No. 2023-A-0010R. Approval of this resolution will allow funding to be utilized for other projects as deemed necessary from the results of infrastructure master planning.

By motion of Mr. Martin and with the following vote, the ACSA Board voted that the Amherst County Service Authority Board of Directors, located in Amherst County, VA, does hereby authorize the Board Chair to sign this Resolution 2023-A-0010-R. That this Resolution 2023-A-0010-R shall be in force and effect upon adoption.

AYE: Mr. Perrow, Mr. Martin, Mr. Pugh, Mr. Wade
ABSENT: Mr. Woods

B. Award for the James River Streambank Restoration Project

Mr. Castillo presented the Bid Tabulation for the James River Streambank Restoration Project and requested that the Board authorize the Executive Director to execute a contract to the successful bidder based on the formal recommendation of ACSA's Consulting Engineer. Mr. Martin expressed concerns due to the large difference between the Engineer's estimate and the lowest bid. Mr. Perrow recommends the executed award be to the lowest successful bidder, to ensure consistency with procurement regulations. Mr. Marting is concerned the lowest bidder may not necessarily be the successful bidder.

By motion of Mr. Wade and with the following vote, the ACSA Board authorized ACSA's Executive Director to execute a contract award to the lowest successful bidder, based on the recommendation of ACSA's Engineering Consultant.

AYE: Mr. Perrow, Mr. Martin, Mr. Pugh, Mr. Wade
ABSENT: Mr. Woods

C. November Board Meeting Cancellation

Due to the next regularly scheduled ACSA Board of Director's meeting falling on a State Holiday (Election Day), ACSA's Executive Director is recommending canceling the November, 2023 Board meeting. However,

Mr. Castillo would like to schedule a Board Planning Session in the middle of November. Mr. Perrow recommends creating a Doodle poll to organize an acceptable date for this meeting.

By consensus of all ACSA Board members, the November, 2023, ACSA Board of Director's meeting is cancelled.

There were no other Board member comments regarding New Business Items.

VII. Citizen Concerns / Comments – There were no citizens wishing to speak.

VIII. Matters for the Members of the Service Authority Board

Mr. Martin stated the Amherst Fire Department received a call from the Old Dominion Job Corp Center, indicating a need to flush their water infrastructure. Mr. Martin asked if this is something the Service Authority can assist with. Mr. Castillo informed the Board that ACSA met with Job Corp Administration and offered assistance. It is also requested the Job Corp notify ACSA when they intend to flush lines (for reasons of potential dis-colored water).

Mr. Mark Popovich followed up with the ACSA Board concerning a pending legal matter that was heard in the General District Court October 3, 2023 at 10:00 a.m. There was a warrant- in - debt claim against the Authority for \$1300.00. This claim was dismissed by the General District Judge.

Mr. Castillo advised the Board of a great team effort during a short notice leak repair, which took place in S. Amherst Highway, beginning 8:00 p.m. on September 14, 2023, and was complete at in the a.m. of September 15, 2023. Multiple parties were involved, with a special thanks to Deputy Blake Hudson of the Amherst Co. Sheriff's Department.

There were no other Board Member topics presented.

IX. Adjournment

Mr. Perrow announced the meeting adjourned at 2:02 p.m.



Edgar J.T. Perrow, Jr., ACSA Board Chair



Timothy E. Castillo, Board Secretary