Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

December 5, 2023
1:30pm

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

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. Martin and with the following vote, the Board voted to approve the agenda for the December 5, 2023, ACSA Board Meeting:

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

III. Citizen Concerns / Comment – There were no citizens wishing to speak.

IV. Consent Agenda -

A. Approval of Minutes

i. Draft Minutes for October 3, 2023, Regular Board of Director's Meeting

B. Monthly Financial Reports

i. August 2023 Financial Report

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

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

V. Informational Report -

1. James River Stabilization Project

Mr. Castillo informed the Board this project is scheduled for a substantial completion meeting on December 6, 2023.

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

   i. Joint ACSA-County sanitary sewer extension program, West Vail Sewer Extension

Mr. Castillo reported this project is complete.

   ii. Joint ACSA-County sanitary sewer extension program, Lakeview Dr. Sewer Extension

Mr. Castillo reported approx. 580 feet of HDPE (high-density polyethylene) of directional bored subgrade piping was installed by the sub-contractor for this work. Work continues by in-house ACSA staff.

3. Graham Creek Reservoir Dam Improvement Projects

Mr. Castillo reports the new entrance gate for the reservoir has been constructed and is being powder coated; installation is pending holiday schedules. The contractor is working to close out E&S (Erosion & Sediment Control) documents. The $250K grant reimbursement application is complete and the payment will be processed by the VRA (Virginia Resources Authority).

4. Madison Heights Town Center

Mr. Castillo reported the engineering firm for this project provided a fixture count which helped to determine a 3in. compound meter is required in lieu of a 2 in. Turbo as submitted.

5. Strategic Planning

It was requested by the ACSA Board that a Planning Session be scheduled for January 2, 2024, at 12:00 PM, just ahead of the regularly scheduled ACSA Board of Director's meeting.

6. Dunkin Donuts Development project

7. Lyttleton Lane Tank Maintenance

Mr. Castillo mentioned the Amherst Logo should be installed on the tank by the end of the week. There have been only a few additional customer complaints of dis-colored water concerns due to tank maintenance. ACSA is addressing as these reports occur. VDH (Virginia Dept. of Health) will be contacted for possible planning grant funding for a planned directional flow program to be established. ACSA has increased communication efforts to customer accounts for work being done that could affect water quality.

8. Customer Account Write Off's

Mr. Perrow requests confirmation that a resolution for changes to the approved budget is not required due to customer account write off's. Mr. Castillo will follow up.

9. Audit Reports

Mr. Castillo presented a positive concerning this audit report – ACSA's total Net Position increased $500K during the audit period.

10. Inventory Control.

Mr. Castillo reported he became part of the inventory blind count process to become familiar with and to establish a stronger base line for ACSA inventory. Mr. Martin asked Mr. Hall to explain a resulting deficiency in the inventory count. Mr. Hall explained inventory used is not being properly documented. As a result, inventory counts are documented with higher quantities than actual. The Board requests updates with time tables concerning how audit material weaknesses are being addressed. These updates are to be presented at the next available Board meeting. Updates should include any additional funding / resource allocation costs needed to address audit recommendations.

There were no other Board discussions concerning the Informational Report.

VI. Action Items -

A. Gateway Sewer Project

Mr. Castillo recapped a previous presentation as well provide updates in the current presentation concerning the Gateway Sanitary Sewer Project, which included the initial scope and an alternate scope that significantly reduces the project costs and includes a pump station on the Morcom property. In addition, ACSA will replace and assume responsibility for existing grinder pumps (Environment 1 pumps) owned by nine residences along River Road. A request for a recommended change in policy would be forthcoming. Currently, these home owners own and operate their own sewer grinder pump stations. Future developers of adjacent properties would provide funding to construct their own sewer pump stations that will "daisy chain" into the pump station installed on the Morcom property. Updated construction costs are estimated at $3.69M. This estimate presents a funding shortfall of approx. $200K. There are additional grant funding opportunities to explore.

Mr. Martin and Mr. Pugh request a project update from the Morcom development that initiated this sewer project.

The ACSA Board is recommending staff begin prepping for engineering services (pricing, etc.) for this work without moving forward until the Morcom Developer's engineer begins design work. The Board also encourages pursuit of grant funding. Issues with grinder pumps may be addressed if there are needs. The Board requests an update at the next January 2, 2023, ACSA Board meeting.

B. Award of the Wright Shop Road Tank Maintenance Contract

Mr. Castillo presented the Bid Tabulation for the Wright Shop Road Tank Maintenance Contract 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.

By motion of Mr. Wade and with the following vote, the ACSA Board authorized ACSA's Executive Director to execute a contract award, based on the recommendation from ACSA's Engineering Consultant (award to Utility Services Co.)

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

C. Award of Master Planning Engineering Contract

Mr. Castillo presented two scenarios and cost proposals for professional engineering services for a Master Planning Engineering Contract. Proposals were received from Hazen and Pennoni. Hurt & Proffit declined to submit a proposal for these services.

Mr. Martin is hoping ACSA will work with Community Development staff to determine how to extend water and sewer utilities into areas for potential growth, to evaluate capacities, and to extend water and sewer in other areas of the County.

Mr. Castillo explained there will be meetings with County stakeholders for their input.

By motion of Mr. Perrow and with the following vote, the ACSA Board authorized ACSA's Executive Director to execute a contract award, based on the responses presented as recommended by ACSA's Executive Director, which is to contract with Pennoni for the lump sum of $104,000.00.

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

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 requested an explanation of ACSA's policy for leak adjustments. It was explained the average customer usage is determined, then the usage above average is determined. ACSA credits customers with ½ of the usage determined to be above average. This adjustment is allowed once every three years.

Mr. Wood and Mr. Perrow commended the ACSA Executive Director for all of the work and information concerning the audit comments, and input and thoughts he and the ACSA team has concerning projects.

Mr. Perrow reiterated the next meeting will be a Planning Session beginning at 12:00 noon, ahead of the next ACSA scheduled Board meeting.

There were no other Board Member topics presented.

IX. Adjournment -

Mr. Perrow announced the meeting adjourned at 2:31 p.m.

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

Timothy E. Castillo, Board Secretary