



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

January 2, 2024
1:30pm

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

Members Absent: David Pugh, Member

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

Mark Popovich, ACSA Attorney

I. Call to Order – Chairman Perrow called meeting to order at 1:30 pm.

II. Approval of Agenda -

By motion of Mr. Wade and with the following vote, the Board voted to approve the agenda for the January 2, 2024, ACSA Board Meeting:

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

ABSENT: Mr. Pugh

III. Amherst County Board Organization -

A. Election of ACSA Board Chair and Vice-Chair for 2024

Each January, the ACSA Board is re-organized for the new year. The first step in the re-organization is an election by Board members of a new Board Chair and Vice-Chair. Mr. Castillo accepted nominations. The Board nominated and elected to continue the current Board Chair and Vice-Chair incumbents, Mr. Perrow and Mr. Woods, respectfully, to continue serving for the 2024 calendar year:

Mr. Wade nominated and motioned that Mr. Perrow be elected to continue to serve as ACSA Board Chair for 2024. The Board approved this motion and nomination with the following vote:

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

ABSENT: Mr. Pugh

The meeting was turned over to Mr. Perrow, ACSA Board Chair.

Mr. Perrow nominated and motioned that Mr. Woods be elected to continue to serve as ACSA Board Vice-Chair for 2024. The Board approved this motion and nomination with the following vote:

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

ABSENT: Mr. Pugh

B. Appointment of ACSA Treasurer for 2024

The second step in the re-organization is the appointment of an ACSA Treasurer for the new year. Historically, the Amherst County Treasurer is appointed to the position.

By motion of Mr. Martin and with the following vote, the ACSA Board appointed the current Amherst County Treasurer to serve as ACSA Treasurer.

C. Schedule and Location of Regular ACSA Board Meetings

The third step in the re-organization is the scheduling of regular ACSA Board meetings. Historically, the ACSA Board meets the first Tuesday of each month at 1:30 pm in the public meeting room on the main floor of the Amherst County Administration Building, 153 Washington St., Amherst, VA 24521.

By motion of Mr. Wade and with the following vote, the ACSA Board approved to schedule regular monthly meetings for the first Tuesday of each month at 1:30 pm in the public meeting room on the main floor of the Amherst County Administration Building, 153 Washington St., Amherst, VA 24521.

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

ABSENT: Mr. Pugh

D. ACSA Resolution 2024-A-001-R

The final step in the re-organization is the adoption by the ACSA Board a resolution re-affirming Board members' adherence to a Code of Ethics and adopting Rules of Procedure for conducting ACSA Board meetings throughout the year. Resolution 2024-A-001-R, including Exhibit A, ACSA Board Code of Ethics, and Exhibit B, ACSA Board Meetings Rules of Procedure were attached to the agenda packet.

By motion of Mr. Martin and with the following vote, the ACSA Board adopted and executed ACSA Resolution 2024-A-001-R.

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

ABSENT: Mr. Pugh

IV. Citizen Concerns / Comment -

Mr. John A Marks, 225 Clark Street, Madison Heights publicly requested information from ACSA via the VA Freedom of Information Act. The subject of requested information: A copy of a report/update to the Board concerning the tracking of updated System Development Fees relative to a concern of increased costs to developers of nearly 300%, as reported by the former ACSA Executive Director. "Does the new method of calculating fees increase cost which would be the direct opposite of the intent of Ordinance 2022-12...?"

V. Action Items -

A. Gateway Sanitary Sewer Project

ACSA's Executive Director provided an update to discussions and directives from the December 5, 2023 ACSA Board of Director's Meeting, regarding the Gateway Sanitary Sewer project. Mr. Castillo also invited Mr. Terry Morcom (Developer) to present an update concerning his plan of action regarding the property being served.

Mr. Morcom, 136 Shadow Oaks Drive, Amherst, Va, reports he and has received bids for a traffic study and engineering design. He is interested in providing an easement for a sewer pump / lift station to serve the development. Morcom has not determined investment partnerships. Engineering for this development is estimated for a duration of 6 to 9 months for design.

Mr. Castillo estimates a construction timeline of 6 months to 1 year for completion.

Mr. Martin and Mr. Perrow expressed that a Memorandum of Understanding between the Service Authority and Mr. Morcom is a reasonable expectation; Mr. Castillo was encouraged to pursue objectives for this, working with Mr. Morcom.

By motion of Mr. Wade and with the following vote, the ACSA Board authorized ACSA's Executive Director to proceed with obtaining engineering survey and design services per the revised project objectives of the Gateway Sanitary Sewer Project.

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

ABSENT: Mr. Pugh

B. Leap Funding -

On December 11, 2023, ACSA received notification of approval for full funding via the Lead Elimination Assistance program, following an application submission on June 13, 2023. This program is following VDH Virginia Drinking Water State Revolving Loan Fund processes. The project

is being funded by FY2023 Bipartisan Infrastructure Law (BIL). ACSA is eligible for 100% principal forgiveness.

ACSA's Executive Director asked for authorization from the Board to accept the Va. Dept. of Health's funding proposal for ACSA's Lead Service Line Inventory Project, in an effort to maintain compliance with EPA Revised Lead and Copper Rule.

By motion of Mr. Martin and with the following vote, the ACSA Board authorized ACSA's Executive Director to accept the funding proposal offered by VDH for the Lead Service Line Inventory Project.

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

C. Strategic Plan

The Board was asked to approve the ACSA's Strategic Plan, with additions that resulted from the 2024 Board Planning Session, held prior to this Board meeting.

By motion of Mr. Woods and with the following vote, the ACSA Board approved ACSA's 2024 Strategic Plan, with Board comments incorporated, and direct ACSA's Executive Director to develop a workable action plan to meet this plan.

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

VI. Informational Report -

1. James River Stabilization Project
2. Water and Sewer Rehabilitation/Extension/Replacement & Other Infrastructure Projects
 - i. Joint ACSA-County sanitary sewer extension program, Lakeview Drive Sewer Extension
3. Graham Creek Dam improvement Project
4. Madison Heights Town Center
5. Williams Run Stream Bank Stabilization Project
6. Grace Street Church Project
7. Lyttleton Lane Tank Maintenance
8. Audit Reports

Mr. Castillo presented the Informational Report as presented in the agenda packet.

VII. Consent Agenda -

- A. Approval of Minutes – Draft Meeting Minutes of the December 5, 2023, ACSA Board Meeting
- B. Monthly Financial Report – Draft November 2023, Financial Report

By motion of Mr. Wade and with the following vote, the ACSA Board approved the items within the Consent Agenda.

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

ABSENT: Mr. Pugh

VIII. Citizen Concerns / Comments

Mr. John A Marks, 225 Clark Street, Madison Heights continued his Request for Information from ACSA via the VA Freedom of Information Act. A list / quote of requested information concerning the debt service and postponement of the James River Raw Water Intake project is as follows:

- 1. "How much money has been accumulated for this project?"
- 2. "What is the payoff for the tax-exempt bond/debt for this project?"
- 3. "How does the removal of this project from the Pro-Forma affect the water/sewer rates?"
- 4. "After all the expenses expended for this project have been satisfied how much money is available for other projects?"

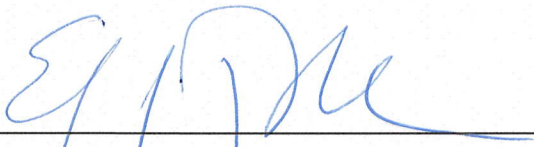
IX. Matters for the Members of the Service Authority Board -

Mr. Perrow expressed thanks to ACSA's staff for hosting the 2024 ACSA Board Planning session and a participating with positive meeting atmosphere.

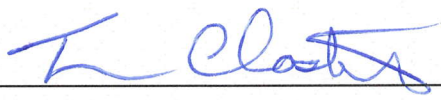
There were no other Board Member Topics presented.

X. 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