Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

April 2, 2024
1:30pm

Members Present:	Wesley Woods, Vice Chairman Tom Martin, Member Drew Wade, Member
Members Absent:	Edgar J. T. Perrow, Jr., Chairman David Pugh, Jr., Member
Staff Present:	Timothy Castillo, Executive Director Sharlene Haynes, Water Office Manager Mark Popovich, ACSA Attorney
Staff Absent	Richard Hall, Assistant Director

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

II. Approval of the Agenda –

By motion of Mr. Martin and with the following vote, the Board voted to approve the agenda for the April 2, 2024, ACSA Board meeting.

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

III. Citizen Concerns / Comments –

There were no citizens wishing to speak.

IV. Action Items –

A. Madison Heights Town Center (Centre)

Mr. Castillo informed the Board by request, Mr. Patel, Developer, asked to be placed on the Agenda. However, Mr. Patel was not present at this Board meeting.

Mr. Castillo presented information regarding the Madison Heights Town Center as written in the Agenda Packet. Mr. Castillo explained Mr. Patel's recollections of previous ACSA Administration's promises regarding connections. There have been no written submissions from Mr. Patel demonstrating these promises. Mr. Castillo is proceeding with normal operations as they are written in existing rules and regulations. Mr. Castillo also reiterated Mr. Patels' desire to discuss an 8IN Water Line Loop Project that was previously presented to ACSA's Board of Directors. The ACSA Board chose not to participate in this proposed loop project.

Mr. Castillo mentions steps taken by ACSA to assist the development to allow the project to advance. Once Mr. Patel pays System Development Fees, an account can be established for utility services.

B. Strategic Planning SOAR

Mr. Castillo presented information regarding proposed target dates as written in the agenda packet, from the SOAR strategic plan for Board consideration.

Mr. Martin asked for clarification regarding fire protection rates. Ms. Haynes (ACSA Office Manager) explained this fee is derived from a second meter (not for domestic) that's specifically for fire protection.

Mr. Wade requested additional information considering the asset management plan. Mr. Castillo explained the Infrastructure Master Plan will address the asset management plan and appropriate software to utilize.

It was agreed by Board members that this item does not require a formal approval from the Board and it is the Executive Director's responsibility to determine how and when to proceed with addressing goals.

C. FY25 Budget

Mr. Castillo presented a follow up of ACSA's cash position from the Amherst Treasurer, adding February 2024 data. Mr. Castillo proposed goals for preparing a FY 25 Operating Capital Improvement Budget, utilizing Enterprise Fund Accounting.

Mr. Castillo proceeded to present Fiscal Year 2025 Annual Budget Operating and Capital goals as listed in the Agenda Packet.

Mr. Martin concurs with goals as listed and asked if the County included the Service Authority in a recent salary study, to which Mr. Castillo replied no.

Mr. Woods commented that rate payers will appreciate ACSA improving services and not having a rate increase this year. He also mentioned an e-check no-cost payment as an option to explore for customer electronic payments.

By motion of Mr. Woods and with the following vote, the Board voted to allow ACSA's Executive Director to move forward with budget preparations for the up for the FY 25 budget year.

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

V. Consent Agenda

i. Draft Meeting Minutes for the March 5, 2024 ACSA Board of Director's Meeting.

ii. Draft Monthly Financial Report – February 2024, Financial Report.

Mr. Castillo presented the Consent Agenda as written in the Agenda Packet. Mr. Martin requested clarification regarding revenue shortage reported in the February Financial Report. Mr. Castillo informed this shortage reflects bi-monthly billings in different customer sections, which is not an exact comparison of the previous year reporting. However, there was an increase of $60K-70K for cash received from January to February, 2024.

By motion of Mr. Martin and with the following vote, the Board voted to approve the Consent Agenda.

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

VI. Informational Report -

A. Informational Report – April 2, 2024

Mr. Castillo presented the Informational Report as written in the Agenda Packet. Additional information provided during the presentation are as follows:

1. James River Bank Stabilization Project - Mr. Castillo added Hurt and Proffitt submitted a proposal just before this Board meeting for Engineering Services – he has not had an opportunity to fully review this proposal.
2. Water and Sewer Rehabilitation/Extension/Replacement & Other Infrastructure Projects

    i. Mr. Castillo met with a customer on Dellwood Drive that is requesting a connection to sewer due to a failing septic system. Mr. Woods asked for clarification concerning land disturbance on 171 Triple Oak Circle without obtaining and easement. Mr. Castillo explained it was an oversite by ACSA and Hurt & Proffitt. ACSA has met with the property owner; ACSA will re-establish vegetation on the disturbed area. This part of the construction was for future connections from Triple Oak. This will not stop the completion of current construction goals; however, a re-design will be needed to re-locate piping within the VDOT right-of-way for the future connections.

There were no other Board Comments concerning the Informational Report.

VI. Citizen Concerns / Comments –

There were no citizens wishing to speak.

VII. Matters from the Members of the Service Authority Board

VIII. Adjournment –

Mr. Woods announced the meeting adjourned at 2:10 pm.

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

Timothy E. Castillo, Board Secretary