

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

February 6, 2024
1:30pm

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

Members Absent: Drew Wade, 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 the Agenda –

By motion of Mr. Woods and with the following vote, the Board voted to approve the agenda for the February 6, 2024, ACSA Board meeting.

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

ABSENT: Mr. Wade

III. Citizen Concerns / Comments -

Mrs. Stacey McBride, Amherst County Deputy County Administrator / Finance Director, commended ACSA's Assistant Director for detailed efforts concerning Audit information and the improved sharing of information.

IV. Consent Agenda -

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

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

ABSENT: Mr. Wade

V. Action Items

A. Commemorative Resolution ACSA-2024-CR-1

Mr. Perrow publicly shared Resolution ACSA-2024-CR-1 and its contents, congratulating and showing gratitude to Mrs. Francis L. Ford over 30 years of service to the Amherst County Service Authority, its customers and the citizens of Amherst County.

By motion of Mr. Perrow and with the following vote, the ACSA Board voted to approve Commemorative Resolution ACSA-2024-CR-1.

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

B. Gateway Project Survey and Design Proposal

Mr. Castillo presented and recommended the award of a proposal from Hurt & Proffitt to provide Professional Engineering Services for the Gateway Sanitary Sewer Project, as written in the Agenda Packet.

By motion of Mr. Martin and with the following vote, the ACSA Board voted to approve ACSA's Executive Director to proceed with awarding and executing the Engineering Cost Proposal from Hurt & Proffitt Inc., for Survey and Design Engineering Services for the Gateway Sanitary Sewer Project.

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

C. Discrimination Grievance Policy as Required for EPA Funding

Mr. Castillo presented, as a required policy to be approved to receive EPA Grant Funding, the Amherst County Service Authority Disability Nondiscrimination Plan. Mr. Castillo is requesting approval to incorporate this document as an approved policy into ACSA's standard policies.

Mr. Martin expressed concerns that as it is written, in the section identified as Program Accessibility, A. Existing Facilities, ACSA may be required to make staffing adjustments, structural changes, redesign equipment, add appropriate signage, etc., by adopting this policy.

Mr. Popovich, ACSA Attorney, added that the policy as written, does not go beyond normal ADA compliance, and he reassured that the ADA is the overlying law.

Mr. Perrow recommended the following change: Program Accessibility, A. Existing Facilities- 1. Structural changes in existing facilities are not required when other methods "may" provide program accessibility.

By motion of Mr. Perrow and with the following vote, the ACSA Board approved to adopt the Amherst County Service Authority Disability Nondiscrimination Plan and Policy, as amended with the recommendation to insert the word "may," in the following section:

"Program Accessibility

Consistent with the Amherst...and usable by persons with disabilities.

A. Existing Facilities

1. *Structural changes in existing facilities are not required when other methods **may** provide program accessibility.*

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

D. VDH Planning Grant – Unidirectional Flushing Program

Mr. Castillo requested authorization to submit a VDH-ODW Planning Grant Application in the amount of \$38,000.00.

Mr. Perrow requested information concerning water line flushing on Galts Mill Road. It appears approx. 200 Yards of water lines are consistently not being flushed in the area of Oakdale Baptist Church, during hydrant flushing operations. Mr. Castillo will look into ACSA's procedure per Mr. Perrow's comment/question.

By motion of Mr. Martin and with the following vote, the ACSA Board voted to authorize ACSA's Executive Director to submit a VDH-ODW Planning Grant Application in the amount of \$38,000.

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

VI. Informational Report -

A. ASA Informational Report – February 2024

Mr. Castillo presented the Informational Report as written in the Agenda Packet.

Mr. Martin requested information regarding progress to address citizen complaints surrounding the Seminole Shopping Center sanitary sewer infrastructure c. Mr. Castillo explained regulatory positions of DEQ and VDH. DEQ will only address sanitary sewer issues that enter State waterways; VDH will only address issues when sanitary sewer overflows onto private property. Once immediate issues are corrected, the violations are considered resolved.

When discussing legislative updates, Mr. Perrow requested that the ACSA Executive Director notify the Board if any elected or appointed Officials plan to visit ACSA. Also, Mr. Perrow reminded the Executive Director that Senator Warner visited ACSA's pump station and infrastructure along the James River streambank.

There were no other Board Comments concerning the Informational Report.

VI. Citizen Concerns / Comments –

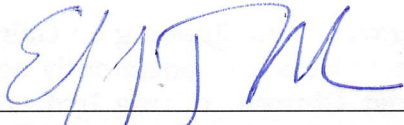
There were no citizens wishing to speak.

VII. Matters from the Members of the Service Authority Board –

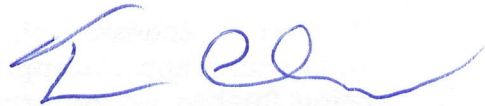
Mr. Perrow informed the public that he and Mr. Woods participated in evaluating the performance of Mr. Castillo, ACSA's Executive Director, for his first 6-months of employment. They are favorably pleased.

VIII. Adjournment –

Mr. Perrow announced the meeting adjourned at 2:31pm

A handwritten signature in blue ink, appearing to read "EJT Perrow".

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

A handwritten signature in blue ink, appearing to read "Timothy E. Castillo".

Timothy E. Castillo, Board Secretary