Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

August 6, 2024
1:30pm

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

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

Mark Popovich, ACSA Attorney

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

II. Approval of the Agenda –

By motion of Mr. Martin and with the following vote, the Board approved the agenda for the August 6, 2024, ACSA Board meeting:

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

III. Public Presentation

A. Fiscal Year 2023 Annual Audit (6 months)

Mr. Castillo presented audit findings as written in the agenda packet.

Mr. Perrow recognizes the challenges of the separation of duties with a small number of staff as mentioned in the report and he looks forward to seeing the results of the new software package.

There were no other Board member comments.

IV. Citizen Concerns / Comments

There were no citizens wishing to speak.

V. Consent Agenda

i. Draft Meeting Minutes – June 4, 2024, ACSA Board of Directors Meeting.

ii. Draft Monthly Financial Reports May 2024, June 2024.
iii. Acknowledgement of Action from Closed session June 4, 2024, regular meeting
iv. Engineering Agreement, Campbell St. Low Pressure Collection System

Items V.i and V.iii were removed from the Consent Agenda at the Board's request.

By motion of Mr. Martin and with the following vote, the revised Consent agenda that included items V.ii and V.iv was approved:

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

By motion of Mr. Perrow and with the following vote, the ACSA Board approved item V.i., Draft Meeting Minutes – June 4, 2024, ACSA Board of Directors Meeting that was removed from the Consent Agenda:

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

Mr. Martin commented that his absence at the June 4, 2024, Board meeting ensued his abstention.

By Motion of Mr. Perrow and with the following vote, the ACSA Board approved the acknowledgement of actions taken at the Closed Session June 4, 2024, regular meeting:

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

Mr. Martin commented that his absence at the June 4, 2024, Board meeting ensued his abstention.

VI. Action Items

A. Approval of the "On-Call / Standby" policy.

1. Mr. Woods questioned the need for the Board to approve this policy since it is an operational procedure. Mr. Castillo reiterated this policy is new and he wants to ensure Board approval.
2. Mr. Wade asked if staff will be compensated for being on call when they do not receive an after-hours call. Mr. Castillo explained there is a stipend for being available and employees are required to abide by drug-free workplace polies, including alcohol.
3. Mr. Martin inquired whether there are frequent weekly calls and if one sole staff member can address after-hours calls. Mr. Castillo described there are often numerous calls that can be handled independently, some of which may be handled over the phone. Staff are also directed to contact their supervisor for needed support.
4. Mr. Perrow recommends removing dollar amounts from the policy, allowing it to stand and be revisited to alter dollar amounts as needed, keeping the Board informed.

There were no other Board member comments.

By motion of Mr. Martin and with the following vote, the Board approved the "On-Call / Standby" policy with the recommended revisions:

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

B. ACSA Resolution 024-A-002-R, VDOT Land Use Surety

Mr. Castillo presented ACSA Resolution 024-A-002-R, VDOT Land Use Surety as written in the agenda packet.

Mr. Perrow asked how the surety amount affects current liability coverage. Mr. Castillo advised there is no change. Mr. Martin re-affirmed that this Resolution will allow ACSA to work towards a blanket Land Use Permit from VDOT.

By motion of Mr. Wade and with the following vote, the Board approved ACSA Resolution 024-A-002-R, VDOT Land Use Surety:

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

C. ARPA Funding Grant Subrecipient Agreement

Mr. Castillo presented the ARPA Funding Grant Subrecipient Agreement as written in the agenda packet.

Mr. Perrow asked how the $2M is committed. Mr. Castillo informed the Board that $1M is committed to extend public sewer into existing areas that are not currently served, and the other $1M is committed to the Gateway Sanitary Sewer project.

There were no other Board member comments.

By motion of Mr. Wade and with the following vote, the Board voted to approve the ARPA Funding Grant Subrecipient Agreement:

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

D. Authority Funds Investment

Mr. Castillo presented the Authority Funds Investment as written in the agenda packet.

Mr. Pugh asked if local banking services were contacted for investment rate comparisons and are there exit fees to remove funding from the LGIP (Local Government Investment Pool). Mr. Castillo and Mrs. Stacey McBride (Amherst Deputy County Administrator / Finance Director) explained the process of removing and adding funds to and from the LGIP is very fluid verses money market accounts.

Mr. Perrow recommends an RFP for regular banking services.

There were no other Board member comments.

By motion of Mr. Perrow and with the following vote, the ACSA Board authorizes ACSA's Executive Director to enter the Virginia Investment Pool.

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

Mr. Perrow excused himself from the remainder of the Board meeting at 2:00 pm.

E. Discussion of Town Center Development

Mr. Castillo presented the Discussion of the Town Center Development as written in the agenda packet, reiterating current code requirements assigning the costs for infrastructure serving a particular development to be borne by the developer and not the rate payers. The development's infrastructure is deeded over to the Authority to be utilized and maintained.

Mr. Pugh agrees with the policy as presented by Mr. Castillo and stated the policy should remain as is.

There were no other Board member comments.

VII. Informational Report

A. Informational Report – August 6, 2024

Mr. Castillo presented the Informational Report as written in the agenda packet and added the following staffing updates: ACSA has two full-time positions open. ACSA has also hired a part-time Class I Water Operator for short-term, weekend coverage.

There were no Board member comments.

VIII. Citizen Concerns/Comments

There were no citizens wishing to speak.

IX. Matters from the Members of the Service Authority Board

There were no Board member comments.

X. Adjournment

Mr. Woods announced the meeting adjourned at 2:11 pm.

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

Timothy E. Castillo, Board Secretary